

## Recording Requirements for Front Page of Document

1. Top margin must be a full 3 inches all the way across the top of the page with no other writing in that space.
2. Title of the document
3. Date of the document
4. Name of the Grantor(s) and must say GRANTOR----also must have marital status if applicable
5. Grantor's Address
6. Name of the Grantee(s) and must say GRANTEE
7. Grantee's Address
8. Full Legal Description – either stated in full, tell what page it can be found on (with pages numbered), or state name of the Exhibit that it can be found on
9. Reference Documents if applicable

Fee charges are as follows:

\$24.00 for the first page and \$3.00 for each additional page (excludes surveys and plats which have a different pricing schedule)

\$25.00 non-standard fee will be added if not on letter size paper, double-sided, etc

\$5.00 for each additional document stated on a release, satisfaction, or assignment

All print size must be at a MINIMUM of 8 point on a typewriter, or 12 font on a computer throughout the entire document to avoid rejection.

\_\_\_\_\_ Adair County Recorder's Office Cover Sheet \_\_\_\_\_

Title of Document:

Date of Document:

Grantor(s) with Marital Status:

Grantor's Address:

Grantee(s):

Grantee's Address:

Full Legal Description:

Reference Document (if applicable):