

RECORDING REQUIREMENT CHECKLIST

- Original document
- Document dated
- Document signed
- Prepared by: (name & address)
- Tax Bills Sent to: (name & address)
- Notarized (by someone outside of our office)
- PIN # (if land related)
- Legal Description (if land related)
- Exemption Statement or Ptax/MyDec (if land related)
- Plat Act Affidavit (for all deeds)
- Fee for Recording (cash or check only)
- Associated Document #'s (if needed)