Standard Formatting Requirements for Recording Documents  
(Pursuant to RCW 36.18.010 and 65.04.045)

Beginning 1/1/1997 all documents submitted for recording in the State of Washington must conform to standards required by RCW 36.18 and 65.04. A cover sheet is required for documents that do not contain the necessary index fields or margins on the 1st page.  

For Documents signed after 1996, all pages must have a 1" clear border in order to use a cover sheet.

1) ALL PAGES:  
a) Documents submitted for recording must be able to be digitally scanned and reproduce a legible copy, including notary seals (raised notary seals must be smudged prior to recording). **Documents that contain illegible portions will not be accepted for recording.**

b) Nothing may be affixed to pages (no item can be taped, stapled, etc. – no cut and paste)

c) Page must be 8 ½” x 14” or less

d) Font size must be at least 8-point (This is 8-point type)

e) Paper and ink color must be capable of being imaged. Watch for color of highlighting, some colors copy dark, obscuring text. **Dot-matrix printers generally produce unacceptable results.**

2) MARGINS:  
a) 1st page 3” top margin, 1” sides and bottom margin – or 1” on all sides with a cover sheet.

b) The 3” top margin left-hand side of the page shall contain the name and address to whom the instrument will be returned

c) Subsequent pages of same document must have 1” margin on all sides

d) Incidental writing and notary seals in margins are allowed.

3) FIRST PAGE:  
a) Title

b) Reference # for assignments and releases

c) Grantor(s) and Grantee(s)

d) Legal description (not needed on assignments, releases, etc.)

e) Tax parcel ID# required if there is a legal description (not needed on assignments, releases, etc.).

4) Certified copies of previously recorded or filed documents may be recorded with a completed cover sheet.

5) EXCEPTIONS:  
a) The following exceptions for formatting standards can be recorded without a cover sheet:

   i) IRS Tax Liens and releases

   ii) UCC terminations in which the original UCC fixture filing was completed prior to January 1, 1997 and the termination statement is on the fixture filing

   iii) Documents previously recorded (in any recording office) may have recording information in the margins.

b) The following exceptions for formatting standards can be recorded with a properly completed cover sheet (RCW 65.04.047):

   i) Documents which are formatted to meet court requirements (filed documents)

   ii) death certificates

   iii) documents signed prior to 1997

   iv) military discharges

   v) National UCC Forms

   vi) Marriage certificates from outside the state of Washington

   vii) Any document, one of whose original signer is deceased or otherwise incapacitated

   viii) Documents executed outside of the United States

   ix) Certified copies of documents

RECORDING FEES:  
See current Fee Schedule: http://www.metrokc.gov/recelec/records/docs/recording_fee_schedule.pdf