

# Recording Requirements

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The following are document requirements according to Washington State laws (RCW 65.04.45, RCW 65.04.48, RCW 65.04.080). Documents that do not meet these requirements will be returned without being recorded. For questions call the Records Division: (360) 337-4935

## Margins and Font Size

- **First page:** 3-inch top margin and 1-inch side and bottom margins
- **Subsequent pages:** 1-inch margin on all sides
- **Font Size:** 8-point courier or larger
- **Legibility:** All pages must have legible and reproducible information
  - Documents that must be recorded immediately and do not meet margin and font size requirements may be recorded for an additional fee of \$50.00 per RCW 65.04.48.
  - A signed nonstandard recording cover sheet is required.
  - The cover sheet is counted as a page of the document fee PLUS the \$50.00 non standard fee. Non-standard documents are required to be fully legible.

## First page

- Return address printed in the upper left-hand corner
- Document title – 3” down from top to the title
- Name of grantor(s)
- Name of grantee(s)
- Reference number(s) if referencing a previously recorded document.
- If the document contains a legal description:
  - Abbreviated legal description is:
    - Quarter, Quarter, Section, Township, Range; **OR**
    - Plat name, lot number and/or block number; **OR**
    - Short Plat or Large Lot number or name, lot number and auditor’s file number
  - Assessor’s tax parcel number:
    - Must be on a line separate from other text.

A cover sheet may be used as a first page to list the required information. The fee will increase by **\$1.00** if a cover sheet is used.

## Form Requirements

- Paper size: no smaller than 8 ½” by 11” and no larger than 8 ½” by 14.
- Font size must be 8-point courier or larger and information on all pages must be legible and reproducible, including map pages.

## Documents may not contain

- Staples, tape, nonstandard size attachments
- A social security number
- Date of birth identified with a particular person
- The maiden name of a person's parent so as to be identified with a particular person