

1" margin for subsequent pages only.

Return Address:
John Doe
123 Main St
City, ST, Zip

**The return address may be in the top 3" margin on the left side only.*

3" margin for first page only.

First Page Margins

Top: Three inches

Sides and Bottom: One inch

Subsequent Pages

All Sides: One inch

INFORMATION REQUIRED ON THE FIRST PAGE

- Return Address (this may be in the top 3" margin)
- Document Title or Titles
- Reference Numbers of Documents Assigned or Released (if applicable)
- Names of the Grantors and Grantees with reference to pages where additional names can be found.
- Abbreviated Legal Description (i.e. either lot, block & subdivision name/case number, or quarter, quarter, section, township & range)
- Assessor's Property Tax Parcel Number (11 numeric digits)

A cover sheet may be used to fulfill the three-inch top margin & indexing requirements listed above. However, the additional requirements listed below must be met or the document will be returned for compliance. One dollar will be added to the recording fee when a coversheet is used.

Additional Requirements

- All succeeding pages must have at least one-inch margins on all sides
- No attachments (taped stapled or glued) are allowed on any pages
- Font size must be at least 8 point
- All pages must be legible and capable of being imaged
- Page size can be 8 ½ x 14" or smaller
- Paper must be of a weight and color capable of producing legible images
- Ink must be a color that is capable of being imaged
- All seals must be legible and capable of being imaged (pressure seals must be darkened)

Questions? – Call 360-577-3006

1" all pages

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