

## Pottawatomie County Register of Deeds

### Filing Guidelines

#### (KSA 28-115)

##### ➤ **General Requirements-**

- Documents must be an original; we do not accept copies
- The correct fees must accompany the document when it is submitted for recording.
- The document must be titled, dated, signed, and notarized.
- Names must be printed or typed under the signatures or we will charge \$1.00 in addition to the fees as per KSA 28-115(F)
- If the document pertains to land records, it must have a full and complete legal description
- The font type must be 8 point or larger and must be legible per KSA 28-115(e)(f)
- The document must have a 2 inch high by 4 inch wide margin at the top or bottom of the document to accommodate our recording information
- We would like to request a self-addressed stamped envelope for documents to be returned to submitter

##### ➤ **Mortgages-**

- All mortgages must be accompanied by the proper Mortgage Registration Tax or a Mortgage Registration Tax Affidavit.
- The Mortgage referred to on the Affidavit can NOT be released.
- Mortgage Releases and Assignments must have the Book and Page of the document being released or assigned.
- Mortgage Assignments must have the address of the Assignee (KSA 58-2319)

##### ➤ **Deeds-**

- Deeds must have either a Sales Validation Questionnaire Form or a K.S.A. exemption number (KSA 79-1437)

##### ➤ **Re-recording Documents-**

- Documents being re-recorded must have an Affidavit of Document Refile (See Forms)
- The reason the document is being recorded must be on both the Affidavit and the Document
- The correction must be made and must be legible
- The correct fees must be accompanied with the document when being submitted for recording. The Affidavit is considered an additional page and will require the additional fee.

##### ➤ **Notary Requirements- (KSA 53-501)**

- The state and county in the Notary must be spelled out
- The notary must be dated
- The name of the signors must be in the notary clause
- It must have a seal and expiration date
- The seal must be legible and not covering any information in the document