

## Recording Standards Effective July 1, 2002

NCGS [161-10\(a\)\(18a\)](#) & [161-14\(b\)](#)

2011-296, s. 6

\*If the acknowledgement date in the notary certificate is **PRIOR to July 1, 2002**, no additional **\$25.00** non-standard fee shall be charged.

Paper Size: 8.5"x11" or 8.5"x14" (Letter or Legal)

Margins: Blank margin of 3 inches at the top of the first page  
Blank margins of ¼ inch on remaining sides of first page and on all sides of subsequent pages

Font Size: Typed or printed in black on white paper in a legible font

A font size no smaller than 9 pts shall be considered legible

Blanks in an instrument may be completed in pen and corrections to an Instrument may be made in pen

Pages: One-sided only

Instrument Type: Must have type of instrument stated at the top of the first page

If the above requirements are not met, the Register of Deeds shall record the document after collecting the **non-standard fee** of **\$25.00** along with the recording fee. If the instrument is non-standard due to the font size being smaller than 9 pts, the Register of Deeds has the discretion of considering it legible and not charging the non-standard fee.

UCC's prepared on the standard National form are **exempt** from the recording standards.

Satisfactions are **exempt** from the recording standards.

**WHEN SUBMITTING DOCUMENTS FOR RECORDATION, PLEASE INCLUDE A STAMPED ENVELOPE ADDRESSED TO WHERE YOU WOULD LIKE TO HAVE THE DOCUMENT RETURNED.**

**THANK YOU!**