

CRITERIA FOR RECORDING LEGAL DOCUMENTS

- **ALL WRITING & SIGNATURES MUST BE IN BLACK INK.**
- **First page margin must be 2 ½” from the top.** Side and bottom margins can be no smaller than ½”. Any attached pages should have a minimum ½” margin on all four sides.
- Font can be no smaller than 11 point.
- Make sure that all-blank spaces such as date, considerations, address and drafted by, are all properly filled in.
- The document requires **two** witnesses per signature. If the document requires two signatures, the same two people may witness both signatures. If the document only requires one signature, this signature still needs two witnesses, **by two different persons**.
- All signatures must have their legal name legibly printed, stamped, or typed beneath them (both the principle signature(s) and the witness signature(s)).
- All principle signatures **must be notarized**. The notary is required to show their printed name, county of commission and expiration date. The notary acknowledgement must be filled out completely, including the name, title and business name of the signature that is being notarized.
- If the person is signing on behalf of a Corporation or Company, his/her **name and authorized title** within the Corporation/Company must be printed or typed beneath his/her signature. If it is a Limited Partnership, the document does not have to be signed by both partners but the person signing must print or type **name and authorized title** beneath signature.
- No discrepancy shall exist between names printed in the notary acknowledgement and as print beneath signature section.
- The **marital status** of males must be shown on residential (non-commercial) documents. If married, both the husband and wife must sign the document with their legal name printed or typed beneath their signature along with the title, husband or wife.
- The document **must** include the **name and address of the individual drafter**. The document **must** also include **when recorded who to return the document to**.
- The acceptable size of paper is as follows: Minimum (8.5” x 11”) Maximum (8.5” x 14”). This size paper is also required for all attachments to legal documents.
- The required weight of paper to be used for legal documents and any attachments is a minimum of 20 pounds, which is the weight of regular copy paper.
- All attachments should be labeled at the top of each page (i.e.. Exhibit A)

For further guidelines more specific to easement documents, please refer to EASEMENT DEDICATION.