

## **New Document Formatting Standards Effective July 1, 2009**

Please find attached a sample of the first page as required in 2008 House Bill 475 that becomes effective July 1, 2009:

1. Pages to be printed on one side only.
2. Pages not permanently bound.
3. Pages not in continuous form.
4. No attachment stapled or affixed to any page (except as necessary to comply with statutory requirements.)
5. Individual pages may be stapled together.
6. A firmly attached label with a bar code or return address may be accepted for recording.
7. Print or type must be in a font no smaller than 8 point.
8. Font smaller than 8 point shall be accompanied by an exact typewritten or printed copy that meets the 8 point minimum.
9. Sufficient legibility to produce clear reproduction, if not shall be accompanied by an exact typewritten or printed copy that meets this requirement, recorded as additional pages.
10. Not to be on paper of less than twenty pound paper.
11. All text sufficient color and clarity to read when reproduced.
12. Signatures in black or blue ink sufficient color and clarity to read when reproduced.
13. Typing, printing or stamping a name shall not interfere with any part of the document.
14. Failure to print or type signature does not invalidated document.
  
15. First page of document:
  - A. Top margin of 3 inches.
  - B. Other margins  $\frac{3}{4}$  inch.
  - C. Nonessential information may be placed in "other margins."
  - D. No liability for seal or information that extends beyond margin.
  - E. Information below 3 inch top margin:
    1. Name, address and telephone number of the individual who prepared the document.
    2. Return Address.
    3. Title of the document or instrument.

4. All grantors' names.
  5. All grantees' names.
  6. Addresses and phone numbers of grantors and grantees as required by Section 27-3-51.
  7. Legal description of the property or indexing instruction per Section 89-5-33 (3). If there is insufficient space on the first page for the entire legal description or the entire indexing instructions, immediately succeeding pages shall be used.
16. Exempt documents:
- A. Document or instrument executed before July 1, 2009.
  - B. Military separation document or instrument.
  - C. Document or instrument executed outside the U.S.
  - D. Certified copy of a document or instrument issued by a court or governmental agency, including a vital record.
  - E. Document or instrument where one of the original parties is deceased or otherwise incapacitated.
  - F. Document or instrument formatted to meet court requirements.
  - G. Federal tax lien.
  - H. A filing under the Uniform Commercial Code.
17. Documents that substantially do not conform to the format standards-add \$10.00. (Not charged on exempted documents.)
18. Failure to conform to format standards does not affect the validity or enforceability of the document.