

## **RECORDING REQUIREMENTS**

- An instrument must be signed by all parties required according to the instrument that is being recorded. Signatures must be original and have their name printed legibly or typed below the signature. All parties required to sign must do so before a notary. The notary seal must be clear and dark enough for recording.
- Instruments must be in the English language in order to be recorded or must be accompanied by a certified translation.
- Submit documents on white paper that is no larger than 8.5x14 inches and no smaller than 8.5x11 inches. Paper needs to be of a sufficient weight and substance so that printing, typing, or handwriting will not bleed through.
- Use a font size of at least 8 point. Printing or typing be clearly legible.
- The File Number goes on the first page in the upper right hand corner. Provide a three (3") inch margin at the top of the page. The recording information goes on the last page at the foot of the instrument. Provide a four (4") inch margin at the bottom, unless directed otherwise by the County Clerk.
- Provide a heading at the top of the first page that identifies the type of document.
- Corresponding names should be printed or typed beneath all signatures.
- Ink used should be black or blue.
- The mailing address of each grantee named in the instrument must appear on the instrument, or and added fee of \$25.00 will be charged in addition to regular recording fees
- An instrument transferring an interest in real property to or from an individual must include the following notice that appears at the top of the first page in 12 point boldfaced type or 12 point uppercase letters.

**Notice of Confidentiality Rights:** If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number.

- Property should be in Bosque County. A legal description of the property showing it is in Bosque County or volume and page or Clerk's File Number referencing a previous recording that describes the property.
- Legal questions regarding content should be directed to an attorney.