

## **Document Acceptance Policy**

Neosho County Register of Deeds office is pleased to announce that we have implemented a reception recording system that includes a scanning/imaging process that enables us to archive the records more efficiently. With this new system we have a document acceptance policy in place to help us achieve our objectives:

- Documents presented for recording must be originals, signed and properly notarized and of sufficient legibility so as to produce a clear and legible reproduction. The font size should be no smaller than 8 pt with 10 pt or larger preferred. We accept both standard and legal size pages as well as double-sided documents. K.S.A. 28-115; K.S.A.58-2211
- Certified copies of documents are accepted only if they are certified by another recording office.
- The name(s) of all signing parties must be typed or printed below the signature or an additional fee of \$1.00 per document is required. Per KSA 28-115
- Filing fees (which are set by state statute) must accompany all documents for recording.
- We need a minimum of 3" at the top and 1" at the bottom of the first page of documents presented for recording. 1" margins at the top and bottom and 1/2" margins on the sides of each additional page are also required. This area needs to be completely blank and if this area is not provided for our recording, we will need to attach a cover sheet before your document can be processed. This additional sheet will become a page of the document at an additional \$4.00 fee for recording deeds, mortgages, or other instrument of writing and \$2.00 for the recording of release or assignment of real estate mortgages. Per KSA 28-115
- All deeds and affidavits of equitable interest are required to be accompanied by a completed Kansas Real Estate Sales Validation Questionnaire unless there is an exemption clearly stated on the instrument. If using a one-part questionnaire, you must include instruction page. If an exemption is used, we must have the name and address for tax statements. K.S.A. 58-2221; K.S.A. 79-1437(c),(e)
- All mortgages require a mortgage registration tax fee to be paid. Registration tax is calculated by multiplying the principal amount of indebtedness by \$.0026. A mortgage registration fee affidavit is required to claim an exemption. K.S.A. 79-3102
- Mortgage assignments must include the address of the assignee. All mortgage assignments and release must reference the original mortgage book and page, along with the original mortgagor and mortgagee. K.S.A. 58-2306; K.S.A. 58-2319
- Documents relating to real estate must have a valid legal description for indexing purposes.
- We do not offer e-recording.
- More information may be found at: Neosho County Kansas web site ([www.neoshocountyks.org](http://www.neoshocountyks.org)) and Kansas Register of Deeds Association web site ([www.ksrods.org](http://www.ksrods.org))

The Register of Deeds office is a recording office and retains land records for public inspection. We cannot, however, provide any searches of records.

Following are the most common reasons documents are returned with out being recorded:

1. Incomplete notary; no stamp, no State and/or county, or incomplete date.
2. Names not typed or printed under signatures or \$1.00 extra fee per document.
3. Short filing fees.
4. Incomplete legal description.