

# NEW REAL ESTATE RECORDING STANDARDS

EFFECTIVE 7/1/02 G.S.. 161-14

All instruments presented for registration shall be on white paper and shall meet all of the following requirements:

**Page Size** 8 ½ x 11” or 8 ½ x 14”

**Printed on One Side** Text must be typed or printed on one side of paper *only*.

## **Margin**

- A BLANK margin of 3 inches across the top of the first page.
- Blank margins of ½” must appear on the remaining sides of the first page.
- A blank margin of ½” must appear on all sides of subsequent pages.

## **PAPER, COLOR AND TYPE SIZE**

- Instruments must be typed or printed in black type on white paper.
- Must use legible font (font size no smaller than 10 points).
- Blanks in an instrument may be completed in pen and corrections may be made in pen. Preferably BLACK INK
- Never use a highlighter over pertinent information, this will not scan.
- Instruments that are presented and are not legible will be stamped “Copy of poor quality due to the poor condition of the original.”

## **TYPE OF INSTRUMENT**

- DOCUMENTS MUST STATE THE TYPE OF INSTRUMENT AT THE TOP OF THE PAGE.

**If an instrument does not meet all these requirements, the Register of Deeds shall register the instrument after collecting the fee for non-standard documents (\$25) in addition to all other applicable recording fees.**

**NOTE: Documents acknowledged (notarized) prior to July 1, 2002 are exempt from the above standards.**