

DOCUMENT STANDARDS

Effective July 1, 2002
(G.S. 161-14)

In addition to all other statutory and locally adopted prerequisites, all documents executed on paper after July 1, 2002 and presented for registration after that date must meet the following

REQUIREMENTS:

- Be presented on 8-1/2" x 11" or 8-1/2" x 14" paper
- Contain blank margins of
 - At least 3" at the top of the first page
 - At least 1/2" on all remaining sides of first page (left, right and bottom)
 - At least 1/2" on all sides of subsequent pages (top, bottom, left and right)
- Be typed or printed in black on white paper
- Be in a legible font no smaller than 10 points
- Blanks in an instrument may be completed in pen
- Corrections to an instrument may be made in pen (preferably in black ink)
- Text must be typed or printed on one side of a page only
- State the type of instrument at the top of the first page (below the 3" blank margin)

APPLY TO:

Formatting Standards apply to all documents for which a fee is collected under GS 161-10(a):

- Instruments in General
- Deeds of Trust and Mortgages (There is no fee for satisfaction documents of Deeds of Trust and Mortgages in North Carolina)
- Uniform Commercial Code filings (National Standard forms are exempt)
- Torrens Registration
- Master Forms
- Plats/maps attached to documents
- Attachments – (If the attachments do not comply with the document standards, the \$25.00 non-standard fee is collected in addition to the regular recording fee.) This section does not apply to trailer sheets attached to recorded documents by another register of deeds office.

FEE:

If an instrument does not meet these requirements, the register of deeds will record the instrument after collecting the fee for non-standard documents (\$25)

EXCEPTION:

Exception to non-standard document fee:

- Font Size – The register of deeds has the discretion to waive the non-standard fee if a font smaller than 10 points is used. In order to waive the non-standard fee for font size less than 10 point, the print must be legible and reproducible. To avoid problems, the use of a font size 10 point or greater is recommended.
- Does not apply to any form of cancellation or to Discharges. GS 161-14(d) states that the standards apply to instruments “for which a fee is collected under GS 161-10(a).” GS 45-37(a) 5 & 6 set out requirements for certificates of satisfaction and notices of satisfactions and specifically says, “No fee shall be charged for recording any documents or certifying any acknowledgments pursuant to this subdivision.”
- Plats/maps presented for recording, as separate documents are not required to meet the document recording standards and are governed by NCGS 47-30 of the North Carolina General Statutes. Plats/maps attached to documents must comply with the Document Standards.

COVER SHEET:

The filing party may attach a cover sheet that contains:

- the proper margins and document type
- the name of the individual who prepared the document must be included on the cover sheet, if the document is a deed or deed of trust

The non-standard fee would not apply if the remaining pages meet the required standards. The cover sheet is counted as one page of the document in determining the recording fee paid by the filer. The recording information and North Carolina Excise Tax Information, if applicable, should be placed on the cover sheet, which now serves as the first page of the document. Documents prepared by local, state, and federal government agencies, out-of-state government agencies, and all other documents which do not meet the 3" margin first page

requirement can avoid the non-standard fee with a properly prepared cover sheet.