

## **Document Acceptance Policy**

Linn 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 must 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; K.S.A. 19-1213
- A minimum of 2" margin at the top is required, 2-1/2" is appreciated. In addition, 1/2" margins at the top, bottom and sides of each additional page is required. This area needs to be completely blank and if this area is not provided for our recording, we will attach a cover sheet before your document can be processed. This additional sheet will become a page of the document at an additional fee for recording deeds, mortgages, or other instrument of writing and for the recording of release or assignment of real estate mortgages per current fee schedule. Per KSA 28-115 and amendments.
- Filing fees (set by state statute) must accompany all documents for recording. K.S.A. 28-115 and amendments thereto.
- The name(s) of all signing parties, including notaries, must be typed or printed below the signature or an additional fee of \$1.00 per signature is required. 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 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)
- Calendar year 2019 forward = no mortgage registration tax.
- Note: a principal residence affidavit is required to qualify for a \$125 recording fee cap. K.S.A. 2019 Supp.28-115(j).
- Mortgage assignments must include the address of the assignee. All mortgage assignments and releases must reference the original mortgage book and page, along with the legal description as well as 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.
- Certified copies of documents are accepted only if they are certified by another recording office. K.S.A. 58-2230
- More information may be found at: Linn County Kansas web site ([www.linncountyks.com](http://www.linncountyks.com)) and Kansas Register of Deeds Association web site ([ksrods.com](http://ksrods.com)).

### **Following are the most common reasons documents are returned without 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. Missing signature/signatures.
4. Incorrect filing fees.
5. Incomplete legal description.
6. Incomplete or No Kansas Sales Validation Questionnaire, or exception number.
7. Must be original, cannot be a copy, unless certified by another recording office.