

REQUIREMENTS FOR RECORDING DOCUMENTS

Local Government Code: 191.007, 193.001

Property Code: 11.002, 11.003, 12.0011, 12.0013

- 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. *LGC 191.007(b) 1&2*
- Use a font size of at least 8 point. Printing or typing must be clearly legible. *LGC 191.007 (b) 3*
- Label with Document Number goes on the first page in the upper right hand corner. Provide a one (1") inch margin at the top of the page. *LGC 193.001 (b)*
- Filed and Recorded label goes at the bottom of last page of document. Provide a three (3") margin at the bottom of the page. *LGC 193.001 (b)*
- Signatures must be original. All parties required to sign must do so before a notary. The notary seal must be clear and dark enough for recording. *PC 12.0011 & PC 12.0013*
- Printing, typing, and handwriting must be clearly legible. Names must be legibly typed or printed immediately under each signature. *LGC191.007(d)(e)*
- Use black or blue ink.
- The mailing address of each grantee named in the instrument must appear on the instrument, or an added fee of \$25.00 will be charged in addition to regular recording fees. *PC 11.003(a)(2)*
- A legal description (Geographical identification) of the property showing what property is being sold/purchased and is located in Parker County. Appraisal District, 911 Addressing, public, etc., have to know where the property is located.
- Instruments must be in the English language in order to be recorded or must be accompanied by a certified translation. *PC 11.002*

Texas Property Code 11.003, effective Jan 1, 1982: Requires that a grantee's address be in or attached to any document conveying real property executed after December 31, 1981. If address of each grantee is not included, the payment of a penalty filing fee equal to the greater of (1) twice the statutory filing fee for the filing of such document with the County Clerk or (2) \$25.00 will be required. This fee is in addition to the filing fees.

Local Government Code 118.011 (c) 191.007(C)(H): Provides double the filing fee for that page if there is not a clearly identifying heading, similar to the headings on most printed forms, at the top of the first page to identify the type or kind of legal paper. (The Parker County Clerk's office charges a \$5.00 fee, rather than double the filing fee, for failure to meet the heading requirement.)