

Document Rejection Reasons

_____ The recording fee must be paid at the time the instrument is presented for recording. The recording fee for your instrument amounts to \$_____ payable to **County Recorder**.

_____ All current real estate & mineral taxes must be paid in full at the time of recording.

_____ The document must be dated

_____ State Deed Tax must be paid before recording, payable to **County Auditor** .
(Purchase Price x .0033) or Minimum State Deed Tax of \$1.65.

_____ Mortgage Registry Tax must be paid to **County Auditor** before recording
(Amount of Mortgage x .0023)

_____ The instrument must contain a statement of the amount of State Deed Tax due.

_____ The complete names and marital status of the Grantors must be indicated.

_____ Any instrument affecting real estate must have an acknowledgment.

_____ A Certificate of Real Estate Value **MUST** accompany each deed if the sale price of the property is more than \$1,000.00.

_____ The statement "The total consideration for this transfer of property is \$500 or less" is not shown.

_____ The name and address to which tax statements are to be sent to must be typed or stamped on the instrument.

_____ The name and address as to who drafted the document must be typed or written on the document.

_____ A Well Disclosure Certificate **MUST** be completed or the deed must contain the statement "The seller certifies that the seller does not know of any wells on the described real property."

_____ If there is a well on the property and a Well Disclosure Certificate is completed, there is a filing fee of \$50.00 payable to the **County Recorder**.

_____ The document must be an **ORIGINAL**, not a copy.

_____ The property is **Torrens**:

_____ The description on your instrument differs from the records as follows:

_____ Other: