

All Documents

- Document Dated
- Document Signed
- Acknowledgement needs:
 - Date
 - Legible Notary Seal, Notary Signature, Notary Expire Date
 - Names and Marital Status (Single or Husband and Wife) of signatures acknowledged
 - If Corporate acknowledgement (business name, who signs & their title)
- Legal Description (check for completeness and accuracy)
- Filing Fees
- Grantor and Grantee information
- Draftsman Statement
- White-out is unacceptable on any legal document

Transfer Deeds

- State Deed Tax included
- Send Tax to statement
- Delinquent taxes must be paid
- If splitting a tax parcel – all current year taxes must be paid
- If applicable, statement regarding "total consideration for this transfer is \$500 or less" (Deed tax of \$1.65)
- Completed Well Certificate or well statement on the document

Miscellaneous Documents

- Correction Documents (Need to have new signatures and new acknowledgement along with a correction statement indicating the correction being made)
- Mortgage Registration Tax Included
- Warranty Deed completing a Contract for Deed must have a well statement signed by the buyers or a Well Certificate

Some documents may have additional requirements