



Grays Harbor County

WASHINGTON

Since 1854

Vern Spatz, County Auditor
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FORMATTING REQUIREMENTS FOR RECORDED DOCUMENTS

Effective January 1, 1997, standardized formatting requirements for recorded documents were listed in RCW 36.18 and 65.04. All recorded documents (except surveyed maps) are required to meet the standardization requirements.

The first page of the document must include *:

- 1) A three-inch margin at the top and a one-inch margin on the side and bottom.
- 2) Return address within the three-inch margin on the left side.
- 3) Title(s) of instrument(s) just beneath the three-inch margin.
- 4) Auditor's file number of documents being assigned or released.
- 5) Names of grantor(s) and grantee(s).
- 6) Abbreviated legal description with lot, block & plat; or section, township, & range.
- 7) Assessor's tax parcel number.

Additional pages require:

- 1) A one-inch margin on all sides.
- 2) All pages of the document must be on paper of a weight and color capable of producing a legible image.
- 3) Pages must not be larger than 8 ½ inches wide and 14 inches long.
- 4) The text of the documents must be printed in 8-point font size or larger.
- 5) All documents must be prepared in an ink color capable of being imaged.
- 6) All notary seals must be legible, not in the margins, and capable of being imaged.
- 7) No attachment may be taped, stapled, or glued to the pages of the documents.

*Documents that do not meet the requirements for the first page will need a cover sheet, which is available from the County Auditor. Documents that do not meet all other requirements will be returned for reformatting before they can be recorded.