

# Recording Requirements

Washington State Document Standardization law became effective January 1, 1997.  
Recorded documents (except mylars) are subject to the following requirements:

The first page of all documents must have:

- A three-inch (3) margin at the top of the page and a one-inch (1) margin on the sides and bottom
- The return address must be in the upper left-hand corner of the page within the 3" inch top margin
- The title or titles of the document to be recorded
- Reference number of documents assigned or released (if applicable)
- The names of the grantors and grantees with reference to the page number where additional names can be found
- An abbreviated legal description of the property, (section/township/range ¼ ¼ or lot/block/plat)
- The property tax parcel number

All subsequent pages must have a 1" margin on all sides.

No attachments, except firmly attached bar code or address labels, may be affixed to the document.

The paper must be of a weight and color capable of producing a legible image and must not be larger than 8.5" wide by 14" long.

The font size must be 8 point type or larger.

If a document presented for recording does not contain the information required in the proper format as listed above, a cover sheet will be required. When a cover sheet is used, an additional page fee of \$1.00 will be charged for the cover sheet. Blank cover sheets are available on the Recording website.

If your document does not meet margin and font size requirements you may request an emergency non-standard recording. To do this you must complete an emergency non-standard recording cover sheet including the signature acknowledging that parts of the text might be obscured by the recording process. The non-standard fee is an additional \$50 and the cover sheet adds an additional page fee of \$1, totaling \$51. These fees are in addition to the regular recording fees. Blank non-standard emergency cover sheets are available on our recording website.