

McDonald County Recorder of Deeds
KENNY UNDERWOOD

P.O. BOX 606
PINEVILLE, MO 64856
Phone # 417-223-7523

GENERAL DOCUMENT REQUIREMENTS

- Need correct fee of \$_____*
Recording fees are \$24 first page and \$3 per page thereafter-
(RSMo 59.320, 59.310, 59.319, 59.800, 50.1190)
- Document does not meet document formatting requirements as listed below.*
- Document assigns or releases more than one item. (RSMo 59.310)*
- Name(s) not typed or printed under signature(s) (RSMo 59.310)*
- Print must be at least 8 point type and legible to be reproduced from record. (RSMo 59.310)*
- Lacks address of Grantee (RSMo 59.330)*
- Lacks address of Mortgagee or Assignee (RSMo 443.035,3)*
- Lacks legal description (RSMo 59.330)*
- Needs corporate seal (RSMo 442.210,2)*

NOTARY REQUIREMENTS

- Lacks signature (RSMo 486.275)*
- Incomplete or insufficient notary clause (RSMo 486.330)*
- Lacks proper notary seal (RSMo 486.285)*
- Expiration date omitted (RSMo 486.280)*

DOCUMENT FORMATTING REQUIREMENTS—EFFECTIVE JANUARY 1, 2002 (RSMo 59.310)

SIZE AND INK

- Document not submitted on 8 ½ x 11 paper*
- Document not submitted on white, light-colored 20# paper without watermarks*
- Document not printed on only one side*
- Document may not be presented as a continuous form or permanently bound*
- Signatures must be in black or dark ink*

ATTACHMENTS

- Attachments may not be stapled or taped to page(s) of the document other than as required by law*

MARGINS

- Document does not contain a top 3" vertical space on the first page for recorders certification.*
- Unauthorized printing or information within the 3" recorders certification*
- Remaining margins on 1st and subsequent pages are less than ¾"*

FIRST PAGE DESIGNATIONS BELOW THE 3" MARGIN

One or more of the following are omitted from the first page of the document or lack a page reference within the document where the information is set out

- Title of the document*
- Date of the document*
- Grantor's name(s)*
- Grantee's name(s)*
- Statutory address(s)*
- Legal description*
- Reference book and page(s)*

RELEASE DEEDS

- Must present original identified note to release deeds of trust recorded prior to Jan. 1, 1986*
(RSMo 443.060)

OTHER

- Wrong county*

Recorder of Deeds Deputy _____ Date _____