

Registration of instruments (GS 161-14)

(EFFECTIVE OCT. 1ST 2011)

Documents presented for recording must meet all statutory and locally adopted prerequisites for recording.

Documents meeting all such prerequisites shall be registered immediately by the register of deeds.

All instruments presented for registration on paper shall also meet all of the following requirements:

- ❖ **Presented on 8 ½ x 11 or 8 ½ 14 paper**
- *❖ **Has a totally blank margin at least 3" at the top of the first page**
- ❖ **At least ¼" on remaining sides of the first page**
- ❖ **At least ¼" on all sides of subsequent pages**
- ❖ **No front and back pages, print must appear one side of paper only**
- ❖ **Is typed or printed in black on white paper**
- ❖ **Has legible font that is no smaller than 9 points**
- ❖ **Must have title or instrument type at the top of first page below the blank 3" margin.**

If an instrument does not meet these requirements, the register of deeds shall register the instrument after collecting the fee for non-standard documents (\$25.00), as required by G.S. 161-10(a)(I 9), in addition to all other applicable recording fees.

Exceptions to the non-standard document fee:

If an instrument fails to meet the filing requirements solely because it contains print in a font size less than 9 points, the register of deeds may register the instrument without collecting the fee for non-standard documents if, in the discretion of the register of deeds, the instrument is legible.

What documents are subject to the new instrument recording standards?

ALL "instruments" that the register collects a filing fee for when recording. This would include. Instruments in general, Deeds of Trust, Mortgages, and Uniform Commercial Code filings, Torrens Registration, and Master Forms.