

FORMATTING REQUIREMENTS FOR RECORDED DOCUMENTS EFFECTIVE 1/01/1997

Effective January 1, 1997 formatting requirements for recorded documents as stated in the RCW 36.18 and 65.04 were implemented. All recorded documents (except surveyed maps) are required to meet the new document standardization requirements as follows:

- The first page of the document must include:
 - A three-inch margin at the top and a one-inch margin on the sides and bottom
 - Return address in upper left hand corner
 - Title(s) of instrument(s)
 - Reference number of documents assigned or released
 - Names of grantors and grantees
 - Abbreviated legal description with lot, block, plat or section, township and range
 - Assessor's tax parcel number if available
- Additional pages require a one-inch margin on all sides.
- All pages of the document must be on paper of weight and color capable of producing a legible image.
- Pages must not be larger than 8 ½ inches wide and 14 inches long.
- The text of the document must be printed in 8 point type (approximately 1/8 inch) **or** larger.
- All documents must be prepared in an ink color capable of being imaged.
- All seals must be legible and capable of being imaged. Seals must be smudged before recording.
- 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 available from the County Auditor. Documents that do not meet all other requirements will be returned for reformatting before they can be recorded.

When using the **coversheet** please add an **additional \$1.00** to the recording fee.

Contact the Franklin County Auditor's office at (509) 545-3536 for more information.