

Prevent Rejected Documents

To prevent documents you've submitted from being rejected, please follow these guidelines:

Confirm Payment Amount is Correct

Before submitting your recordings, please make sure your payment amount is correct. Eagle County only refunds overpayments of \$10.01 or more.

Document Quality

The image of your document must be clear and readable. Keep in mind the image you provide will be public record.

Include State Document Fees

Transfer Deeds with a consideration that exceeds \$500 will be assessed a state documentary fee of one cent per \$100. If there is no consideration amount or the amount listed on the grant or conveyance document is \$500 or less, and there is a related declaration filed, then the total sales price listed on the declaration is used to determine the documentary fee. (C.R.S. 39-13-102 & 39-13-104 & HB 16-1145)

Write Checks Payable To: Eagle County Clerk

If a check is written to the wrong party, the check, along with all documents attached will be rejected and returned to the submitter.

Sign and Date Checks

Unsigned or stale-dated checks along with all documents attached thereto will be rejected and returned to the submitter.

Include a Return Addresses

A complete and accurate return address should be clearly marked on the front page of documents submitted for recording. No return envelope is required, but is appreciated.

Do Not Include Social Security Numbers

Recorded documents are public record. Please do not put Social Security Numbers or other such personal information on documents you submit to be recorded.

Darken Notary Seals

To ensure embossed seals are visible and show up on the document please darken them with ink.

Document Recording Instructions

Please send documents in the order you would like them recorded with details on the number of documents and pages included.

Valid Deed Grantee Address

Pursuant to C.R.S. 38-35-109(2), all deeds shall include a notation of the legal (mailing) address of the grantee. This address is used to determine where tax statements should be mailed after a

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property is sold. Submitters should verify the mailing address is complete before recording a deed.

Sufficient Margins

C.R.S. 30-10-406 (3)(a) requires that all documents have a top and left margin of at least one inch and a right and bottom margin of at least one half inch. The recorder may refuse to file any document that does not meet these standards.

Translation

C.R.S. 38-30-140 Foreign documents require English translation.

Send to Correct County

If documents are sent to Eagle County to record they will not be rejected.