

Common Reasons for Rejecting Documents

The following are some common reasons why the Recorder will return documents that are to be recorded:

- Date of document not stated;
- Property, as stated, not in the County;
- Name of person who prepared the document is not provided;
- Discrepancy between names of the person(s) as signed and as printed;
- Document not signed;
- Incorrect fee;
- Legal, not legible to film;
- Incorrect instrument # to release mortgage;
- Document does not have the social security statement on it;
- Notary public acknowledgment is missing;
- Notary public acknowledgment not signed;
- Notary public acknowledgment not dated;
- Legal description not on the document;
- The name of each party, witness and notary was not typed or printed under the signature;
- Non-conforming fee - \$1.00 per page; and
- Fax copies are not accepted in the office – require the original document.