

NORTH CAROLINA

DOCUMENT RECORDING STANDARDS

(EFFECTIVE 7-1-2002)

Documents recorded on or after July 1, 2002 must meet the requirements of NCGS 161-14(b) as follows:

1. Document size must be either 8 ½ x 11 or 8 ½ x 14
2. The document must have a 3 inch blank margin at the top of the first page and ½ inch blank margin on the remaining sides of the first page and all sides of subsequent pages.
3. The document must be printed or typed in black font on white paper.
4. Font size throughout the document can be no smaller than 10 point type. (Blanks in an instrument may be completed in pen and corrections to an instrument may be made in pen.)
5. Only single-sided pages, no double-sided pages.
6. The document must state the type of instrument it is at top of the first page (below the 3 inch margin as required).

If an instrument does not meet the requirements outlined above, the Register of Deeds shall register the instrument after collecting a \$25.00 fee for non-standard documents as required by GS 161-10(a)(19). If an instrument fails to meet the requirement of font size (less than 10 points), but is determined by the Registrar that the instrument is legible, the Register of Deeds may record without collecting the non-standard fee charge.