

NORTH DAKOTA RECORDING REQUIREMENTS: July 1, 2017

DOCUMENT MUST BE AN ORIGINAL or CERTIFIED COPY

SIGNATURES: All **SIGNATURES** (there are exceptions depending upon the instrument)

Must be **ORIGINAL HANDWRITTEN** signature(s) (NDCC 47-19-03 & 44-06-13.1 [1.]) (See statute for exceptions)

All person(s) **named in document** (grantor, lessor, mortgagor, etc.) are the “**signatories**” and are also **named in the acknowledgment**

If grantor is an ESTATE or TRUST, it is signed by personal representative(s) or trustee(s) before notary public

NOTARY: Seal and Expiration Date must be easily readable and able to be scanned.

ADEQUATE LEGAL DESCRIPTION (NDCC 11-18-05 [1][a.][3.]

FONT SIZE Must be equal to or greater than 10 point CALIBRI font (NDCC 11-18-05 [1] [a.][2])

SOCIAL SECURITY NUMBERS – Must be redacted on the document

DEEDS and Contracts for Deed - Additional Requirements

STATEMENT OF FULL CONSIDERATION (not required on a deed covering minerals only) (NDCC 11-18-02.2)

POST OFFICE ADDRESS for **GRANTEE(S)** (NDCC 47-19-05 & 47-10-07)

NAME & ADDRESS OF DRAFTER on a deed or contract for deed executed **1-1-2000 or after** containing a metes & bounds legal description (NDCC 47-19-03.1)

All **taxes** must be paid before the Auditor’s Office will transfer the deed so we can record it.

MORTGAGES- Additional Requirements

_____ **POST-OFFICE ADDRESS** of the **MORTGAGEE(S)** (NDCC 35-03-04)

_____ **POST-OFFICE ADDRESS** of the **ASSIGNEE(S)** (NDCC 35-03-04)

NORTH DAKOTA RECORDING FEES (NDCC 11-18-05)

Number of Pages

\$20.00 for one (1) to six (6) pages - \$65.00 for seven (7) to twenty five (25) pages and \$3.00 for each additional page for 26 or more pages

Recording Space – Must have a 3” margin provided at the top of the **first page** of each instrument for the County Recorders’ recording information (i.e., recorder’s signature, recorder’s seal, barcode recording label). NDCC 11-18-05 [1][a.][4.]

If no space an **additional** page shall be added and an additional page charge must be levied in accordance with the fee structure.

More than ten (10) sections of land “listed”:

\$1.00 per section after the first ten (10) listed. NDCC 11-18-05 [1][b.]

Reference BOOK/PAGE or DOCUMENT # of prior recorded document: **\$3.00** for each additional Book/Page or Document # referenced after the first ten (10) Book/Page or Document #s: NDCC 11-18-05 [1][b.]

1” Margin Requirement - No 1-inch margin on either the top, bottom, or one of the sides of each page **additional \$10.00 margin fee will be assessed**

See NDCC 11-18 for additional recording fees requirements