

Standard Documents

Legibly printed or typed in black ink in at least 10-point typeface, not including the signature, each page of which must be separated and have dimensions of either 8 ½ x 11 inches or 8 ½ x 14 inches.

Provide the names of the parties to the conveyance on the first or second page of any document with more than one page.

Provide a description of the property.

At least 3 inches at the top of the first page and at least 1 inch at the top of the second and any subsequent pages; and

At least 1 inch on the sides and bottom of each page; and

Include the name and mailing address of the person to whom the document is to be returned in the margin in the upper left-hand corner of the first page of each document submitted and may include legibly printed or typed transactional information.