

Document Recording Requirements

Paper - 8½ x 11 or 8½ x 14 on at least 20 pound weight.

Margins - Blank margin of 3 inches at the top of the first page and 1 inch at the top of subsequent pages. Blank margins of 1/2 inch on remaining sides of first page and on a subsequent pages.

Font size and legibility - The document presented shall be of sufficient legibility to produce a clear and legible reproduction of archival quality. A font size **no smaller than 10 point** with an equivalent of **Times New Roman** shall be considered legible. If a document is judged not to be of sufficient legibility, such document shall be accompanied by an exact copy thereof which shall be of sufficient legibility to produce a clear and legible reproduction and which shall be recorded contemporaneously with the document and shall be counted as additional pages.
The Register of Deeds may reject any document which is not of sufficient legibility.

All hand written signatures must be original wet signatures and typed or printed beneath.

All digital signatures need to be identified as such. Font requirements still apply.

A full complete legal description completely spelled out and described is required for all instruments that pertain to real estate.

Jurats are not acceptable for documents that affect real estate.

All documents must be titled, dated, signed and acknowledged with correct fees submitted.

Please provide **SASE** for return of original paper documents if possible.

All **deeds** are required to have a [Sales Validation Questionnaire](#) included or print the proper exemption on the face of the deed.

All affidavits of equitable interest are required to have a [Sales Validation Questionnaire](#).

Re-Recording Documents

State on the face of the document the reason for re-recording;

Correct the error in the document

The document must be re-executed and re-acknowledged.

Re-recorded electronic documents should be mailed with the cover page that includes Register of Deeds label.

Affidavit of Document Re-File

For the purpose of correcting typographical errors ONLY, an [affidavit of document re-file](#) may be presented with the original document with appropriate fees. Depending upon the type of document being re-recorded, please add additional fees to your payment to cover the recording fee that includes the affidavit page.

Notary Requirements KSA 53-501

The notary must be dated and complete. The date should not be prior to execution date. The name of the signors set forth in the notary certification must match the signors name on the document. The type of authority, name of party on behalf of whom instrument was executed if applicable. Notary information and seal shall not cover any information in the document.

KANSAS REGISTER OF DEEDS FEE SCHEDULE

All fees are due and payable prior to recording.

For the following documents received and filed on and after January 1, 2019

Section 14. K.S.A. 2013 Supp. 28-115 is hereby amended to read as follows: 28-115. (a) The Register of Deeds of each county shall charge and collect the following fees:

\$21.00	For recording deeds, mortgages, or other instruments of writing, for the first page (not to exceed legal size page 8 1/2" x 14") *
\$17.00	For second page and each additional page or fraction thereof *
\$20.00	Recording real estate mortgage assignment or release for the first page *
\$ 4.00	For second page and each additional page or fraction thereof of assignment or release *
\$32.00	Recording of town plats, for each page
\$ 13.00	Certificate, certifying any instrument of record
\$ 17.00	For filing liens for materials and services under K.S.A. 58-201
\$ 5.00	Lis Pendens K.S.A. 60-2201
\$32.00	Federal Tax Lien Notices
\$32.00	Federal Tax Lien Release
\$71.00	K.S.A. 44-717 (e)(1) Employment Security Law Lien Release (first page only, additional fees apply for second and additional pages and fractions thereof)
\$ 0.00	K.S.A. 39-709(g) Medical Assistance Lien due at time of filing (first Page only, additional fees apply for second and additional pages and fractions thereof)**
\$ 0.00	K.S.A. 39-709(g) Medical Assistance Lien assignment or release for the first page **

*Includes Heritage Trust Fund for the State of Kansas, County Clerk, County Treasurer and Register of Deeds Technology Fund.

**No fee shall be charged or collected for any filing made by the secretary of health and environment or the secretary's designee pursuant to K.S.A. 28-115©. If it is unclear that the person requesting filing is the secretary's designee, standard filing fees shall be collected.

If sufficient space is not provided for the necessary recording information and certification on a document, such information shall be placed on an additional sheet and such sheet shall be counted as a page..

If a document is judged not to be of **sufficient legibility** with 10 point font minimum, such document shall be accompanied by an exact copy thereof which shall be of sufficient legibility to produce a clear and legible reproduction and which shall be recorded contemporaneously with the document and shall be counted as additional pages.

A [mortgage cap affidavit](#) may be used for specific mortgages that qualify. Qualifications include that it is a single family mortgage, it is the principal residence of the mortgagor, the principal debt or obligation secured by the mortgage is \$75,000 or less.

Copy Fees

\$ 1.00	First page of each document for fax or e-mail
\$.25	Each additional page of each document for fax or e-mail
\$1.00	Fax fee per document
\$1.00	Mailing Fee if applicable

Uniform Commercial Code Fee Schedule

\$15.00	Original financing statement (up to 10 pages)
\$15.00	Amended financing statement
\$15.00	Continuation statement
\$15.00	Financing statement indicating assignment
\$15.00	Assignment of financing statement
\$15.00	Statement of release of all or part of collateral described in filed financing statement
\$15.00	Real estate mortgage subject to K.S.A. 84-9-502 FIXTURE FILING*
\$15.00	Termination statement
\$ 1.00	Attachments per page (after first 10 pages)
\$15.00	Written UCC information request, per debtor name
\$ 1.00	Copy request: a copy of any filed financing statement (per page)
\$ 7.50	Certified copy, in addition to any copying expenses
\$ 7.50	K.S.A. 79-2616(d) Federal Tax Lien Certificate
\$ 1.00	7902616(d) Copy of Federal Tax Lien (per page)

Uniform Commercial Code Forms

<https://ksrods.com/ucc-forms-2/>