

Please return this Rejection Form with document(s)

**COLE COUNTY MISSOURI RECORDERS
STANDARD REJECTION FORM**

DATE

GENERAL DOCUMENT REQUIREMENTS

- Need correct fee of
- Recording fees are \$24.00 for the 1st page and \$3.00 for each page thereafter (RSMo 59.320, 59.310, 59.319, 59.800, 50.1190, 59.321)
- Name(s) not typed or printed under signature(s) (RSMo 59.310)
- Print must be at least 8 point type and legible to be reproduced from record (RSMo 59.310)
- Lacks address of Grantee (RSMo 59.330)
- Lacks address of Mortgagee or Assignee (RSMo 443.035.3)
- Lacks legal description (RSMo 59.330)
- Needs corporate seal (RSMo 442.210.2)
- Property not in Cole County

Return Corrected Document to:

Judy K. Ridgeway
Cole County Recorder of Deeds
PO Box 353
Jefferson City, MO 65102

Questions? 573-634-9115

NOTARY REQUIREMENTS

- Lacks signature (RSMo 486.275)
- Notary signature not the same as notary stamp commissioned name (RSMo 486.275)
- Lacks proper notary seal (RSMo 486.285)
- Expiration date omitted (RSMo 486.280)

DOCUMENT FORMATTING REQUIREMENTS

(EFFECTIVE JANUARY 1, 2002) (RSMo 59.310, 59.005)

- \$25.00 (per document) for non-standard form or meet the requirements marked
- Not submitted on 8 1/2 X 11 paper
- Not printed on only one side
- May not be presented as a continuous form or permanently bound
- Signatures must be in black or dark ink

ATTACHMENTS

- Do not staple or tape to page(s) of the document other than as required by law

MARGINS

- Document does not contain a top 3" vertical space on the first page for recorders certification
- Unauthorized printing or information within the 3" recorders certification
- Remaining margins on 1st and subsequent pages are less than 3/4 "

FIRST PAGE DESIGNATIONS BELOW THE 3" MARGIN

One or more of the following are omitted from the first page of the document or lack a page reference within the document where the information is set out

- Title of the document
- Date of the document
- Grantor's name(s)
- Grantee's name(s)
- Statutory address(s)
- Legal description
- Reference book and page(s)

RELEASE DEEDS

- Must present original identified note to release deeds of trust recorded prior to January 1, 1986 (RSMo 443.060)—OR Send Affidavits of Lost Note as provided by statute!! Please remember to include fee for the Affidavits! See above for fees.