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## RECORDERS FEE SCHEDULE – NDCC 11-18-05.

### NORTH DAKOTA RECORDING REQUIREMENTS:

- 1) Document must be an **original** or **certified** copy.
  - **SIGNATURES:** All signatures must be ORIGINAL HANDWRITTEN signature and acknowledged by a notary.
  - **NOTARY:** Must be original signature & stamp. And both must be legible.
  - We can accept e-sign/e-notary, doc MUST have statement stating that it's an electronic signature.
- 2) Adequate Legal Description. (per NDCC.)
- 3) Social Security Numbers must be **redacted** on the document. (12/1/03 forward)
- 4) DEEDS and documents of conveyance – Additional Requirements
  - Statement of Full Consideration and FCS must be Signed and Dated. (see exemption list)
  - Post Office Address for Grantee(s)
  - All Taxes must be paid before the Auditor's Office will transfer title. (see exemption list)

### NORTH DAKOTA RECORDING FEES:

- 1) Page count:
  - 1-6 pages \$20
  - 7-25 pages \$65 **\*\*\*\*Pages over 25 are an additional \$3 per page\*\*\*\***
- 2) Recording Space: Must provide a space at least a **3” margin on the top of the first page** for County Recorders' recording information. If the required space is not provided an additional page will be added to the document and the correct fees will be assessed.
- 3) A font size equal to or greater than 10 point Calibri. **\*\*\*this is 10 point Calibri\*\*\***
- 4) MARGIN Requirement: ONE (1) INCH on the Top, Bottom or Side on EACH Page or an additional \$10.00 (per doc)
- 5) Legal Land Descriptions per SECTION.
  - First TEN (10) No fee
  - Each Additional \$ 1.00 (per SECTION)
- 6) References: Previous recorded Document(s) Book/page &/or Document Number.
  - FIRST TEN (10) No fee
  - Each Additional \$ 3.00 (per DOCUMENT REFERENCED)
- 7) SUBDIVISION/ADDITION PLATS (does not include OUTLOT PLATS)
  - 1-20 Lots \$20
  - 20+ Lots \$50
- 8) OUTLOT PLATS
  - Follow regular recording fees.
- 9) CORNER RECORDS
  - \$10 per document
- 10) BURIAL PERMITS
  - \$10 per document