

Recording Format Requirements

Minimum 3" Blank Space at
top of Page One

Fonts:

- 10 point Font or larger
- Must be black on white paper
- Blanks may be filled in with pen
- Corrections may be made in pen.

Paper:

- 8½ x 11 OR 8½ x 14 ONLY
- White ONLY
- Text on one side of page only

Non-Standard Document Fees:

Failure to comply with formatting requirements will result in a \$25.00 non-standard document fee.

Minimum ½ inch BLANK margins on
all sides of all pages
(other than top of page one).

Helpful Hint

If page one does not have the 3" top margin, consider using a cover sheet like the one on the following page. Download it at our website!

For more details visit
Chicago Title's
website at:

www.northcarolina.ctt.com

