

Document Standards

Sections 59.310 and 59.313, RSMo prescribe document formatting for real estate recording effective January 1, 2002. All documents are classified into one of three categories:

- Standard
- Non-Standard
- Exempt

Standard Documents

- 8 ½" x 11" white or light colored 20# paper without watermarks or logos.
- Printed in black or dark ink on one side only.
- No continuous forms or permanent binding, but documents may be stapled for preservation.
- Minimum 8 point type (non-essential information within any margin is exempt from this requirement.)
- Signatures must be in black or dark ink. All signatures must have the name typed, stamped or printed underneath.
- Attachments to a page may not be stapled or taped other than a securely attached barcoded label or than as required by law. ("Attachment" does not refer to an Exhibit, but additions to a document page.)
- Top margin must be 3" (first page only) all other margins are ¾".
- First page designations.

Every document (except plats and surveys) containing any of the following items shall have such information on the first page of the document below the 3" margin:

- Title of document
- Date of Document
- All grantors' names
- All grantees' names
- Note: See Missouri Bar Association website for Grantor/Grantee recommendations.
- Any statutory addresses
- Legal description
- Reference Book and Page if required

- Holes in top margin will be non-standard documents.
- If there is not sufficient room on the first page, the page reference within the document where the information is set out shall be stated on the first page. If one of the required fields begins on the first page

and continues uninterrupted to subsequent pages, this meets the first page requirement.

Non-Standard Documents

- These documents do not meet the standardization requirements.
- To record this document an additional \$25.00 fee will be added
- A non-standard document cover page will be added to the front of this document at no additional charge and will be numbered.

Exempt Documents

These documents are Exempt from the standardization requirements. They are as follows:

- Documents signed prior to January 1, 2002
- Military separation papers
- Documents executed outside the United States
- Certified copies of documents, including birth and death
- Any document where one of the original parties is deceased or incapacitated
- Judgments or other documents formatted to meet court requirements
- Fixture filings on the National Approved U.C.C. Forms

An Exempt Document cover page will be added to the front of this document at no additional charge and will be numbered.

Designations

Grantors and grantees must be designated in order to be indexed. There is not limit as to combinations or exclusions, but must include the words 'grantor' or 'grantee'. Note: It is the filer's or preparer's responsibility to make the designations.

- Statutory addresses must be designated.
- The address of the property shall not be accepted as a legal description
- Book and page references required on certain documents, ie. Release deeds, assignments, etc. must be designated.

Cover Pages

- A cover page for the document is not required, but a filer may choose to present a cover page and it will be recorded as the first page of the document. The cover page must have the top 3" margin and include first page designations.
- If a document is presented for re-recording, in addition to all other requirements, there must be a new first page or cover sheet with the top 3" margin and the required first page designations.

Rejections

- All documents that are rejected must be returned with a reason for rejection.