



North Carolina Real Estate Recording Standards

Effective August 1, 2021

Documents presented for recording should meet ALL of these formatting standards:

Paper Size: **8 ½ x 11** (Letter) or **8 ½ x 14** (Legal)

Margins: **3 inch blank margin** at top of 1st page
½ inch blank margin for all other borders

Format: Black type or print on white paper (NO gray or color, including highlighter)
Font size no smaller than 9 point and legible
Text on one side of paper, no double sided printing
Title of document appears at top of 1st page

Non-standard Fee: Any document not meeting the above standards may be recorded with an extra fee of \$25.00, in addition to the regular recording fee.

Note: Documents acknowledged (notarized) prior to July 1, 2002, are exempt from these formatting standards. UCC forms are also exempt.

Other requirements:

Deeds: **Prepared by** (person's name, law firm or other entity) on first page
Tax Department approval or attorney's delinquent tax statement
Please indicate amount of Excise Tax due, even if there is '\$0' due.

Deed of Trust: **Prepared by** (person's name, law firm or other entity) on first page

**There may be other requirements and fees based on the document presented.
For more information, please contact the Buncombe County Register of Deeds
Recording Department: 828-250-4302**