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 Any document not meeting the above standards may be recorded with an extra
Fee: 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