Prepare your documents for recording according to the following legal requirements & guidelines.

LAY OUT is easy:

8 1/2" X 11" paper is the standard size (Govt. Code 27361.5)

A document including ANY sheet not exactly 8 1/2" X 11" will cost the regular recording fee PLUS and ADDITIONAL $3.00 PER PAGE to record. (Govt. Code 27361.6) Effective 7-1-94

MAXIMUM sheet size is 8 1/2" X 11".

EXHIBITS should be on separate pages and properly marked.

FORMAT is critical:

First Page should look like this: >>>>>>>

If it does not, a separate page COVER PAGE

with these requirements must be attached to

the front of the document (Govt. Code 27361.6)

Name and address on left.

(Govt. Code 27361.6, 27321.5)

3/4" Margin on all pages. (Govt. Code 27361.6)

Title on the document shall appear on the first

page immediately below the spaces reserved for

the return address and the recorder.

(Govt. Code 27324)

CLARITY is assured if you use:

Originals

White Paper 16lb. Bond or heavier

Black ink of one color.

Print as clear as this page, 10 point type on

first page,

8 point type minimum on all subsequent pages.*

*POINT SIZE - a unit measurement for the

height of letters. Approx. 72 pts=inch.

Measurement is from the top of uppercase

bottom of lower case letters. --------->