NORTH DAKOTA RECORDING REQUIREMENTS:

DOCUMENT MUST BE AN ORIGINAL or **CERTIFIED COPY**

SIGNATURES: All **SIGNATURES** (there are exceptions depending upon the instrument)
Must be **ORIGINAL HANDWRITTEN** signature(s) (NDCC 47-19-03 & 44-06-13.1 [1.]) (See statute for exceptions)
All person(s) ***named*** **in document** (grantor, lessor, mortgagor, etc.) are the **"signatories"** and are also ***named*** **in the acknowledgment**
If grantor is an ESTATE or TRUST, it is signed by personal representative(s) or trustee(s) before notary public

NOTARY: Seal and Expiration Date must be easily readable and able to be scanned.

ADEQUATE LEGAL DESCRIPTION (NDCC 11-18-05 [1][a.][3.]

SOCIAL SECURITY NUMBERS – Must be redacted on the document

DEEDS and Contracts for Deed - Additional Requirements
STATEMENT OF FULL CONSIDERATION (not required on a deed covering minerals only) (NDCC 11-18-02.2)
POST OFFICE ADDRESS for **GRANTEE(S)** (NDCC 47-19-05 & 47-10-07)
NAME & ADDRESS OF DRAFTER on a deed or contract for deed executed **1-1-2000 or after** containing a metes & bounds legal description (NDCC 47-19-03.1)
All **taxes** must be paid before the Auditor's Office will transfer the deed so we can record it.

MORTGAGES- Additional Requirements
_____ **POST-OFFICE ADDRESS** of the **MORTGAGEE(S)** (NDCC 35-03-04)
_____ **POST-OFFICE ADDRESS** of the **ASSIGNEE(S)** (NDCC 35-03-04)

NORTH DAKOTA RECORDING FEES

Number of Pages
$10.00 for **first page** - **$3.00** for **each additional page**:

Recording Space – Must have a space of at least 4" X 3 ½ " square provided on the first or last page of each instrument for the County Recorders' recording information (i.e., recorder's signature, recorder's seal, barcode recording label). NDCC 11-18-05 [1][a.][4.]
If no space an **additional** page @ $3.00 charge for recording information page

More than five (5) sections of land "listed":
$1.00 per section after the first five (5) listed. NDCC 11-18-05 [1][b.]

Reference BOOK/PAGE or DOCUMENT # of prior recorded document: **$3.00** for each **additional** Book/Page or Document # referenced after the first Book/Page or Document #: NDCC 11-18-05 [1][b.]

1" Margin Requirement - No 1-inch margin on either the top, bottom, or one of the sides of each page additional $10.00