

North Carolina and Surry County Document Recording Standards

(Effective July 1, 2002)

All documents that the Register of Deeds collects a filing fee for that are executed on or after July 1, 2002 must meet G.S. 161-14 (b) as follows:

1. Be on 8½ x 11 or 8½ x 14 paper (no bi or tri fold paper)
2. Have a 3 inch blank margin at the top of the first page and ½ inch blank margin on remaining sides of first page and on all sides of subsequent pages
3. Black type on white paper
4. Font size no smaller that 10 points (Blanks in an instrument may be completed in pen and corrections to instrument may be made in pen)
5. Only one-side typed or printed text
6. Type of instrument at top of first page below blank margin
7. Grantor's signature must be properly notarized.
8. Deeds and Deeds of Trust originating in North Carolina must show the draftsman's name on the first page of the document.
9. The grantor must pay the Real Estate Excise Tax at the time of recording. The tax rate is \$2.00 per \$1,000 of the purchase price of the real estate.
10. The required recording fees must be paid before recording all documents.

Additional Surry County requirements.

1. Deeds must have Tax Certification obtained from the Surry County Tax Administrator. This certification must be affixed to the Deed prior to recording. You may print the Tax Certification Form [here](#).
2. Deeds must have grantee address and parcel ID number affixed on first page for tax billing purposes.

If the instrument does not meet requirements outlined above, Register of Deeds shall register the instrument after collecting a **\$25.00 FEE FOR NON-STANDARD DOCUMENTS** as required by GS 161-10 (a) (19).

If an instrument fails to meet the requirement of font size (less than 10 points), but is determined by the Registrar that the instrument is legible, the Register of Deeds may record without collecting the non-standard fee. **In Surry County North Carolina the Register of Deeds Office will not approve anything less that 10-point font size.**

This is a 10-font type.

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HOPEFULLY YOU WILL BE ABLE TO CHANGE THE DOCUMENT TO MEET THE NEW STANDARD REQUIREMENTS.