Preventing Rejected Documents

Help prevent your documents submitted for recording from being rejected. Please follow these guidelines to prevent the delays associated with the return of rejected documents.

Before submitting your recordings, please check:	✔
 ✔ **Fees are Correct** **Recording fees are statutorily established. See our fee schedule.**	
 ✔ **Quality of Document is Good and Text is Readable** **Please remember that bad originals produce poor public records. Documents that are illegible to begin with will be marked with a Clerk's note and recorded as received.**	
 ✔ **State Documentary Fees are Included** **Any document that transfers title with consideration exceeding $500.00 will be assessed a state documentary fee of 1 cent per $100. Reference (CRS 39-13-102 & 39-13-103). Consideration amounts must be correctly marked on both the deed and transfer declaration (TD1000). Any exemption from payment of the documentary fee must be specifically claimed on the face of the document or the fee will be due.**	
 ✔ **Deeds Contain a Valid Grantee Address** **Colorado law (CRS 38-35-109(2)) says that all deeds shall include a notation of the legal (mailing) address of the grantee. This address is used to determine where tax statements should be mailed after a property is sold. Submitters should verify the accuracy and completeness of such address before recording a deed.**	
 ✔ **Sufficient Margins are Provided** **CRS 30-10-406(3)(a) requires that all documents have a top margin of at least one inch and a left, right and bottom margin of at least ½ inch. The recorder may refuse to file any document that does not meet these standards. Maps and Plats also have specific legal requirements for size, ink, paper and margins.**	
 ✔ **Checks are Payable to the "La Plata County Clerk"** **If checks are made out to the wrong party, the check along with all documents attached to it will be rejected and returned to the submitter.**	
 ✔ **Checks are Signed** **Unsigned or stale dated checks, along with all documents attached thereto, will be rejected and returned to the submitter.**	



✔ **Notary Seals Are Darkened** **Embossed seals on documents will not show up on the image if they are not darkened or "inked." Submitters should ensure all embossed seals are visible before recordation.**	



✔ **Instructions for Order of Recording Are Included** **Please send documents together in the order you would like them recorded. Please include specific instructions as to what documents you are recording. A staple or paper clip is an easy way to indicate what pages constitute one document.**	



✔ **Return Addresses Are Provided** **A complete and accurate return address (to whom the original document should be returned after recording) should be clearly marked on any document submitted for recording. Documents will be returned in approximately 2 to 4 days. No return envelope is required by law, but is appreciated.**	



✔ **Check Placement of any Bar Codes** **If you utilize bar coding to track your documents, please DO NOT place your bar code in the upper portion or top margin of the document so that it will interfere with La Plata County's recording bar code.**	



✔ **Submit Documents to the Correct County** **Often documents intended for recording in one county are sent somewhere else by mistake. Please be aware that La Plata County will NOT reject these documents and will not make refunds for recording fees paid due to such an error. Please make sure you are recording your document in the appropriate County.**	



✔ **Do <u>NOT</u> include Social Security Numbers on Documents** **Recorded documents are public records. Please do not put Social Security Numbers or other such personal information on the documents that you submit for recording.**	

By checking these items, you can avoid rejection of the documents you submit for recording. With your assistance, the La Plata County Clerk and Recorder's Office can continue to provide efficient, timely document recording. If you have questions, please call us at 970.382.6280

THANK YOU!