

DOCUMENT STANDARDS CHECKLIST

7-4-2636 M.C.A. Standards for recorded documents.

1. _____ be legibly printed or typed in black ink
 2. _____ in at least 10-point font
 3. _____ on white paper of not less than 20-pound weight, each page of which must be separated and have dimensions of either 8 ½ x 11 or 8 ½ x 14 inches
 4. _____ (b) provide the names of the parties to the conveyance on the first or the first or second page of any document with more than one page
 5. _____ (c) provide a legal description of the property
 6. _____ (d) have all signatures, initials, dates, handwriting, or notary stamps in blue or black ink.
 7. _____ (d) except as provided in subsection (1)(f) and except for page numbers or other designations, have margins that are clear of all markings in the following dimensions: (i) at least 3 inches at the top of the first page and at least 1 inch at the top of the second and subsequent pages: and (ii) at least ½ inch on the sides of each page:
and
 8. _____ (e) include the name and mailing address of the person to whom the document is to be returned in the margin in the upper left-hand corner of the first page within the 3 inch margin and between the ½ inch side margins of each document submitted and may include legibly printed or typed transactional information.
- (2) Unless accompanied by the fee required in 7-4-2637, all other documents submitted for recording must meet the requirements of subsection (1)(a), (1)(f).
- (3) (a) Except as provided in subsection (3)(b), only documents submitted for recording and filing that conform to the provisions of subsection (1) or (2) are considered standard documents for the purposes of 7-4-2637.
- (b) Documents that are acknowledged as having been executed prior to April 28, 2007, must be accepted for recording and considered standard documents, regardless of whether they conform to the provisions of subsection (1) or (2).
- (4) (a) An acknowledgment by a notary is exempt from the color, typeface, and font requirements. out-of-state office is exempt from the provisions of this section.
- (b) An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section.