

Amy Larson, Stone County Recorder

P.O. Box 186, Galena MO 65656

417-357-6362 phone 417-357-8131 please visit our website: *stoneco-mo.us*

Date: _____

Deputy: _____

STANDARD REJECTION FORM Approved by Recorder's Association of Missouri

GENERAL DOCUMENT REQUIREMENTS

Need correct fee of \$ _____

Recording fees are \$24.00 for the 1st page and \$3.00 for each page thereafter
(RSMo 59.320, 59.310, 59.319, 59.800, 50.1190)

Document does not meet document formatting requirements as listed below.

Name(s) not typed or printed under signature(s) (RSMo 59.310)

Print must be at least 8 point type and legible to be reproduced from record. (RSMo 59.310)

Lacks address of Grantee (RSMo 59.330)

Lacks address of Mortgagee or Assignee (RSMo 443.035.3)

Lacks legal description (RSMo 59.330)

Needs corporate seal (RSMo 442.210.2)

Release or assigns more than one item. \$5.00 per additional item (RSMo 59.310)

NOTARY REQUIREMENTS

lacks signature (RSMo 486.275)

incomplete or insufficient notary clause (RSMo 486.330)

Lacks proper notary seal (RSMo 486.285)

Expiration date omitted (RSMo 486.280)

DOCUMENT FORMATTING REQUIREMENTS — EFFECTIVE JANUARY 1, 2002 (RSMo 59.370)

SIZE AND INK

Document not submitted on 8 1/2 x 11 paper

Document not submitted on white, light-colored 20# paper without watermarks

Document not printed on only one side

Document may not be presented as a continuous form or permanently bound

Signatures must be in black or dark ink

ATTACHMENTS

Attachments may not be stapled or taped to page(s) of the document other than as required by law

MARGINS

Document does not contain a top 3" vertical space on the first page for recorders certification.

Unauthorized printing or information within the 3" recorders certification

Remaining margins on 1st and subsequent pages are less than 3/4"

FIRST PAGE DESIGNATIONS BELOW THE 3" MARGIN

One or more of the following are omitted from the first page of the document or lack a page reference within the document where the information is set out

Title of the document

Date of the document

Grantor's name(s)

Grantee's name(s)

Statutory address(es)

Legal description

Reference book and page(s)

RELEASE DEEDS

Must present original identified note to release deeds of trust recorded prior to Jan. 1, 1986
(RSMo 443.060)

OTHER

Wrong County
