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**Clerk of the Circuit Court and Comptroller**  
**Recording Department**  
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### **RECORDING REQUIREMENTS**

Unless a document qualifies as an exception under F.S. 695.26(3):

#### **All Instruments (Documents)**

1. Must be original. We cannot record a copy unless it is recorded and certified from another Clerk's office.
2. Must be notarized. To satisfy this requirement the document must have an acknowledgement, a notary seal (photographically reproducible black ink), the type of identification given (valid picture ID or personally known).
3. Must have a "prepared by" statement. (Name and address of natural person or under whose supervision.)
4. For recording instruments affecting real property a 3x3 inch space at the top right corner on the first page and a 1x3 inch space at the top right center on each subsequent page is required.

#### **All Transfers of Real Property Must Have:**

This includes: warranty deeds, quit claim deeds, etc.

1. A grantor (seller or current owner)
2. A grantee (buyer)
3. Mailing address of grantee.
4. Legal description of property
5. The signature, printed name, and address of two witnesses.
6. Notarization.
7. A "prepared by" statement.

#### **Required Recording Fees:**

<b>Recording</b>	\$10.00 for the 1 <sup>st</sup> page and \$8.50 for each additional page.
<b>Indexing</b>	\$1.00 additional name over 4, per document.
<b>State Documentary Stamps</b>	\$0.70 per \$100.00 or fraction thereof on deeds/conveyances, etc.

**Mortgage on Property:** the total consideration includes any mortgages encumbering the property being transferred.

**Husband and wife deeds:** no tax is due on a deed executed on or after July 1, 1997 between spouses or former spouses at the time of divorce. This only applies to the marital home.

**Intangible Tax** 2 mills (\$0.002) on each dollar of just valuation of all notes, etc. secured by mortgage, etc. upon real property.