

RECORDING REQUIREMENTS

The instruments are filed and recorded in a safe and permanent manner and an index is provided so records may be easily and completely retrieved. Your document must be the original or a certified copy.

A page is considered to be one side of a sheet of paper: must be no wider than 8 ½ x 14, sufficient weight so that printing, typing, or handwriting on it will not smear, bleed through and the print in type not smaller than eight-point and be suitable for reproducing from it a readable record. 191.007 (b)(1,2,3)

There must be a title at the top. 191.007(c) Local Government Code.

Printing, typing and handwriting must be clearly legible. 191.007 (d)

The signatures must be original. Your name must be printed or typed underneath each signature. 191.007 (e)

All Photostats, photocopies, and other types of reproduction must have black printing, typing, or handwriting on a white background, commonly known as positive prints. 191.007 (f)

The property must be located in Brown County.

There must be a proper and completed original notary acknowledgment.

All documents must have a return address listed on the bottom or back

A margin of at least an inch is required on top, bottom, left and right on each page of a document.

The filing fee is \$16.00 for the first page and \$4.00 for each additional page.

Deed's conveying property to a new owner must have a grantee's address listed. Property Code 11.003

An Abstract of Judgment plaintiff's address must be listed. Property Code 52.0041

The cutoff time for recording is 4:30 PM no exceptions.

This office does not accept faxed copies or electronic filing.

Lien Searches are done only on Federal/State Tax Lien at \$10.00 per name per 10 year search, Abstract of Judgment at \$5.00 per name per 10 year search and Hospital Lien at \$5.00 per name per 10 year search. NO OTHER SEARCHES ARE DONE.

How can I get a copy of my deed?

Anyone can come into the office and search our indices and image's on 4 computers for the most up-to-date information, all for no fee. We have hand indices dating back as far as the 1880's. If you know your volume and page number you can call us and we will let you know how many pages your deed is and how much money to send with your written request. Copies are \$1.00 per page, and \$5.00 per document if you need them certified.