



20050110-0002610  
P: 1 of 2  
Register of Deeds  
JO CO KS

01/10/2005  
10:44:03 AM  
T200030004049  
BK: 200501 PG: 002610

**Page 1 – Top Margin = 3 inches**

**Page 2+  
Top Margin = 1 inch**

Title company stamp or company name must be in upper left-hand corner only

Recommended area for return address

## REQUIRED FORMAT FOR RECORDING DOCUMENTS

### Margins and Paper Size

Pursuant to K.S.A. 28-115:

The Register of Deeds has authority to establish requirements for margins. Therefore, for the purpose of providing sufficient space for recording information and to insure that the document will be clear and legible when reproduced, Page One must have a top margin of three (3) inches and one (1) inch margins on each of the three remaining sides. All subsequent pages must have a one (1) inch margin on all four sides. We request letter-size paper.

If a document does not comply with these requirements, then K.S.A. 28-115 authorizes the use of a cover sheet for the recording information. ([link goes here](#))

**Note:** Font size should be no smaller than 8 pt. We accept both standard and legal size documents, as well as double-sided documents.

Leave a one-inch margin on sides and bottom.

Leave a one-inch margin on sides and bottom.

Leave a one-inch margin on sides and bottom.

Page 2+  
Top Margin = 1 inch

## REQUIRED FORMAT FOR RECORDING DOCUMENTS

# DOCUMENT TEXT

Leave a one-inch margin on sides and bottom.

Leave a one-inch margin on sides and bottom.

Leave a one-inch margin on sides and bottom.



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