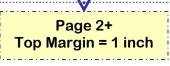
**Page 1 – Top Margin = 3 inches** 



Leave a one-inch margin on sides and bottom

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)

<u>Note</u>: 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.

Page 2+ Top Margin = 1 inch

