**Rebecca L. Davis, Register of Deeds, Johnson County, Kansas**

To whom it may concern:

In May 2003, our first notification of our new computer system being implemented December 1, 2003, was sent out. This was followed up by our new document requirements. Periodically through the summer and fall, to ensure that there was plenty of communication before the "go live" of our new automated land records system, we provided eleven further communications. Unfortunately there is still some confusion related to our current document requirements. This memo is to clarify this issue.

- There must be a THREE INCH margin at the TOP of the FIRST page. If the document's first page does not comply, you can file a COVER SHEET in place of the THREE INCH MARGIN for the FIRST page. The COVER SHEET must include: first and second party, document type, legal description and must be written lower than three inches from the top of the page. There CANNOT be PRINTED information in this three-inch margin unless it is a title company stamp or the company name in the upper left hand corner.

- The reason we are allowing a title company stamp in the upper left hand corner, is to inform us of who gave us the document and who we need to return it to. If a company does not use a title company and submits the document through the mail or over the counter, the company name with pertaining information performs the same function as the title company stamp. If there is any other information, paragraph or printing in the three-inch margin, we will REJECT it. If the title company stamp or business information takes up too much room in the three-inch margin for recording now, and re-recording in the future, we will REJECT it.

- Every page must have a ONE-inch margin on the TOP of the page and on the BOTTOM of the page. There CANNOT be any PRINTED information in the 1" margin such as name of the company, numbers or letters of any kind. Our department LEGALLY cannot be in the position of deciding which printed information is acceptable to be covered up by a label and which information is not acceptable to be

<u>covered up by a label.</u> <span style="color:red">If the 1" margin on the top or bottom of the document is placed below or above pre-printed information (example page count see below) it is acceptable.</span>

## Example 1

BODY of DOCUMENT


(1" margin above pre-printed information that is clear of any writing)


Page 2 of 2 _____ (bottom of page)


## Example 2

BODY of DOCUMENT

Page 2 of 2


(1" margin below pre-printed information that is clear of any writing)

                                                                    (bottom of page)
_____

- If the customer has initialed in the lower right hand corner, there is a notary stamp that is partially in the margin, or part of a persons hand-written signature, we will accept the document, as long as we can fit the label on.
- We are going to require ONE-inch margins on EACH SIDE of the document.  But, in order to compromise with many of the industry companies during this very trying time, we will allow, until February 1$^{st}$, 2004, for EACH SIDE of the document to be in NON-COMPLIANCE.
- WE WILL REJECT YOUR DOCUMENT if you or your company is not in compliance with all standards, EXCEPT the SIDE margins from December 2, 2003 through January 31,2004.

- Without the TOP and BOTTOM margin standards we cannot record your document due to the requirements of the new software system, which, uses one-inch width labels and barcodes.  We are requiring NEW STANDARDS because of this new computer system.

- If after February 1st, 2004, EACH SIDE of the document margins are not set at ONE-inch, we will also REJECT the document.

Again, I hope this clarifies our document standards.  I sincerely apologize for any miscommunication or confusion.  This new computer system is going to allow Johnson County to provide faster and more efficient recordings.  I hope we can continue to work together to make our county more innovative and service oriented.  If you have questions please call me at 913-715-2300.

Sincerely,


Rebecca L. Davis