



Administrative Recording Requirements

State of Kansas

Marital State: Yes
Trust State: No
Mortgage State: Yes

Recording Structure: 105 counties / Register of Deeds

Required Documents: **Real Estate Sales Validation Questionnaire**
<http://www.ksrevenue.org/pdf/SVQ.pdf>

Formatting of Documents:

Format specified by statute
Not to exceed legal size (8 1/2 x 14)
First page: 3" top margin, 5" right hand side blank. Margin must allow "sufficient space for recording information and certification" / All other sides must be 1"
Other pages: 1" margins on all sides
9 point font
"Sufficiently legible" for duplication

Legal Description: Required ; a tax description and property address are insufficient
Book & page required, not instrument number

Other Requirements: Satisfactions require full name and post office address of mortgagor
Satisfactions must be filed with the District Court based on property location. Checks are payable to "Clerk of the Court" for appropriate jurisdiction. Call for fees.
Conveyances require full name and last known address of person to whom the property is being conveyed.
Type or print name under all signatures
Notary certification with seal and expiration date are required
Marital status of individual grantors
Some require self addressed stamped envelope
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 2 days - 2 weeks

Kansas County Specifics

Johnson County

Re-File Affidavit and Mortgage Registration Fee Affidavit required for all Re-Records
http://rta.jocogov.org/documents/DOC_RE-FILE_AFFIDAVIT.pdf
<http://rta.jocogov.org/documents/MORTGAGE%20REGISTRATION%20FEE%20AFFIDAVIT.pdf>