

**Jessica L. Baker**  
**Saline County Recorder of Deeds**

Saline County Courthouse  
19 E Arrow Rm 206  
Marshall, MO 65340  
(Tel) 660-886-2677  
(Fax) 660-831-0649

**STANDARDIZATION**

- Property must be located in Saline County, Missouri
- Notary signature (RSMo 486.275)
- Notary seal affixed (RSMo 486.280)
- Notary expiration date (RSMo 486.280)
- Complete notary clause (RSMo 486.330)
- Names must be typed or printed under all signatures (RSMo 59.310)
- If document assigns or releases more than one item – need \$5.00 for each additional item (RSMo 59.310)
- Must present original identified note to release deeds of trust recorded prior to Jan 1, 1986
- Must have correct fee - \$26.00 for the 1<sup>st</sup> page & \$3.00 for each additional page (RSMo 59.310)
- Deed must be an original document or certified court copy ( RSMo 59.310)
- Document must be legible and able to produce clear and legible reproductions. Font must be in at least 8 pt font. (RSMo 59.310)

**Document formatting requirements – effective January 1, 2002 (RSMo 59.310)**

- Document must be submitted on 8 ½ x 11 paper
- Document must be printed on one side only
- Signatures must be in black or dark ink
- Attachments may not be stapled or taped to page of the document other than as required by law
- Document must contain a top 3” margin on the first page for recording information
- Remaining margins on 1<sup>st</sup> and subsequent pages must be at least ¾”

**First page designations below the 3” margin**

- Title of document
- Date of document
- The word grantor & grantor’s name and marital status stated properly for the document
- The word grantee & the grantee’s name stated properly for the document
- Grantee’s mailing address
- Legal description (RSMo 59.330) or page # or exhibit located in document
- Reference book & page if required

**Documents which do not meet the requirement set forth in this section may be recorded for an additional fee of \$25.00 per document in addition to the per page recording fee.**