

# ADAMS COUNTY COLORADO CLERK & RECORDER'S OFFICE



## **Preventing Rejected Documents** Before submitting your recordings, please check:

### **Fees are correct**

Recording fees are statutorily established. Adams County only refunds overpayments of \$10.00 or more. Please check that your page count is accurate and that the fees are correct.

### **Good Quality/Readable Text**

Please remember that bad originals produce poor public records. Please ensure that documents submitted contain text that is legible and readable on all pages.

### **State documentary fees are included**

Any document that transfers real property with sales price exceeding \$500.00 will be assessed a state documentary fee of \$.01 per \$100.00.

Consideration amounts must be correctly stated on both the deed and transfer declaration.

For residential property total sales price will be used to determine state documentary fee.

When property is clearly identified as commercial or other than residential property, any personal property claimed on the supporting transfer declaration will be deducted from the sales price to determine state doc fee.

Any exemption from payment of the documentary fee must be specifically claimed on the face of the document.

### **Sufficient Margins Provided**

CRS 30-10-406(3) (a) requires that all documents have a top margin of at least one inch and a left, right and bottom margin of at least ½ inch. The recorder may refuse to file any document that does not meet these standards. Maps and Plats also have specific legal requirements for size, ink, paper and margins.

### **Checks are payable to the “Adams County Clerk”, and filled out completely**

If checks are made out to the wrong party, unsigned, blank/not to exceed or stale dated the check, along with all documents in package, will be rejected and returned to the submitter.

### **Recording Instructions are included**

If there is more than one document included in the package, please include specific instructions for the correct order in which the documents need to be recorded and page count for each document.

### **Return addresses are provided**

A complete and accurate return address (if submitting document by mail) should be clearly marked on the cover letter or document.

### **Submit documents to the correct county**

Often documents intended for recording in one county are sent somewhere else by mistake. Please be aware that Adams County will NOT reject these documents and will not make refunds for recording fees for this error.

### **Social Security numbers on documents**

Please do not put any personal information on documents you submit for recording that you do not want accessed by the public.