

**Anna Goodman
Calhoun County Clerk's Office
211 South Ann Street Suite 102
Port Lavaca, Texas 77979**



REQUIREMENTS FOR RECORDING DOCUMENTS

- Submit documents on white paper that is no larger than 8.5x14 inches and no smaller than 8.5x11 inches. Paper needs to be of a sufficient weight and substance so that printing, typing, or handwriting will not bleed through.
- Use a font size of at least 8 point. Printing or typing must be clearly legible.
- Label with Document Number goes on the first page in the upper right hand corner. Provide a one (1") inch margin at the top of the page.
Filed and Recorded label goes at the bottom of last page of document. Provide a three (3") margin at the bottom of the page.
- Provide a heading at the top of the first page that identifies the type of document
- Signatures must be original. All parties required to sign must do so before a notary. The notary seal must be clear and dark enough for recording.
- Corresponding names should be printed or typed beneath all signatures
- Use black or blue ink.
- The mailing address of each grantee named in the instrument must appear on the instrument, or an added fee of \$25.00 will be charged in addition to regular recording fees
- A legal description of the property showing it is in Calhoun County or volume and page or Clerk's File Number referencing a previous recording that describes the property.
- Instruments must be in the English language in order to be recorded or must be accompanied by a certified translation.

FAILURE TO MEET THESE REQUIREMENTS WILL CAUSE YOUR DOCUMENT(S) TO BE REJECTED AND RETURNED TO YOU.

Texas Property Code 11.003, effective Jan 1, 1982: Requires that a grantee's address be in or attached to any document conveying real property executed after December 31, 1981. If address of each grantee is not included, the payment of a penalty filing fee equal to the greater of (1) twice the statutory filing fee for the filing of such document with the County Clerk or (2) \$25.00 will be required. This fee is in addition to the filing fees.

Local Government Code 118.011 (c) 191.007(C)(H): Provides double the filing fee for that page if there is not a clearly identifying heading, similar to the headings on most printed forms, must be placed at the top of the first page to identify the type or kind of legal paper.

NOTICE FOR FILING DOCUMENTS

DOCUMENT HEADING REQUIREMENT

Beginning on December 1, 2012, the enforcement of Local Government Code, 191.007(c) will be enforced by the Calhoun County Clerk's office. All documents shall have a "clearly identifying heading...." at the TOP of the first page. If the heading is not at the TOP of the first page, the filing fee will double for the first page (Local Government Code 191.007(h)). The only exception to the enforcement of this statute is outlined in Texas Property Code, 11.008(c), Notice of Confidentiality Rights.

Please notify your customers, clients and other interested parties to ensure they are not placing information above the heading.

THERE WILL BE AN ADDITIONAL \$5. FILING FEE FOR ANY DOCUMENT NOT MEETING THE REQUIREMENTS HEREINABOVE OUTLINED.

Thank you.