

INSTRUCTIONS FOR THE RECORDING OF DOCUMENTS AT THE COUNTY CLERK'S OFFICE

When the requested document(s) have been signed, notarized and are ready for recording, contact the County Clerk's office in the appropriate county and advise them of the type of document(s) that you will be submitting for recordation. In order to receive an accurate pricing for the cost of recording the document(s), you must provide the following information:

Type of document(s) (Deed, Heirship Affidavit, Power of Attorney, etc)

Page size of the document(s) (Letter or Legal sized pages)

Number of pages contained within the document(s)

At that time, you will be advised of the fee that will be charged in order for the document(s) to be filed of record in that county and a check or money order, in the specified amount, may then be mailed to the County Clerk's office, along with the ORIGINAL legal document(s) and a current mailing address in order to facilitate the return of the document(s) to you, after recording.

The original, recorded document(s) should be returned to you within 12-14 days. Each document should now have a cover page, the Volume and Page Numbers, which specify where each document is filed within the county records, as well as the stamp from the county clerk's office, which will certify the date and time of recording.

PLEASE REMEMBER that there is only one (1) ORIGINAL document; consequently, if your document(s) pertain to property or persons in multiple counties, the original document(s) must then be filed of record in each individual county.

Once you are in receipt of the recorded document(s), we ask that you furnish us a copy for our files.

IMPORTANT

It is suggested that a COPY of the recorded document(s) be given to the Appraisal District for the county(ies) in which any wells or property may be located in order to ensure that the tax rolls are updated to reflect the new and current ownership.

PLEASE NOTE THAT REMORA MANAGEMENT DOES NOT
PROVIDE OWNER INFORMATION
TO THE VARIOUS COUNTY TAX OFFICES

COUNTY	ADDRESS	MAILING	PHONE / FAX	WEBSITE / EMAIL
COLORADO	318 Spring Street Room 103 Columbus, Texas 78934	318 Spring Street Room 103 ANGELTON TX 77515	Phone: 979-732-2155 Fax: 979-732-8852	Colorado County Clerk Home
VICTORIA	115 N. Bridge Street Room 103 Victoria, Texas 77901	PO Box 1968 Victoria, Texas, 77902	Phone: 361-575-1478 Fax: 361-575-6276	Victoria County, Texas vcc@vctx.org
WHARTON	309 E. Milam St. Suite 700 Wharton, Texas, 77488	PO BOX 69 Wharton, Texas, 77488	Phone: 979-532-2381 Fax: 979-532-8426	Wharton County Clerk