

**Walla Walla County Auditor / Recording Department
315 W Main / PO Box 1856
Walla Walla, WA 99362
(509)524-2549**

**Office hours: 9:00 am to 4:00 pm
Monday thru Friday (except holidays)**

RECORDING REQUIREMENTS
Pursuant to RCW 65.04.45 & 65.04.47

The first page of each document must contain the following information:

1. First page of each document must have at least a three-inch top margin and a one-inch margin on the bottom and sides. All succeeding pages must have a 1-inch margin on all sides of each page.
2. Return address in the upper left-hand corner, within the top 3-inch margin.
3. Document title – Three inches down from the top of page to title.
4. Name of grantor and grantee, with reference to page where additional names are located.
5. Abbreviated legal description, with reference to page where legal is located. Abbreviated legal for this purpose means either Quarter/Quarter & Section/Township/Range OR Plat name, lot number and/or block number.
6. Reference number(s) if referencing a previously recorded document.
7. Assessor's tax parcel number must be separated from the legal description or other text.

If required indexing information does not appear on the first page of the document, a cover sheet may be completed listing all the necessary information. Fee to record will increase by \$1.00 if cover sheet is attached.

Documents that must be recorded immediately and do not meet margin and font size requirements may be recorded for an additional fee of \$50.00 per RCW 65.04.048. A fully prepared cover sheet must be signed by the document preparer requesting a non-standard recording and attached to each non-complying document. The standard charge of **\$303.50** for the first page (see Schedule of Fees **revised January 1, 2024** for exceptions) and \$1.00 for each additional page including the cover sheet with signed statement **PLUS THE \$50.00** fee will be due on each document.

Documents which do not meet legibility requirements may not be recorded as a nonstandard recording.

Paper size may not exceed 8 ½" x 14".

Text printed or written must be in eight-point type or larger and information on all pages must be legible and reproducible, including map pages.

No attachments, except firmly attached bar code or address labels, may be affixed to the pages.

Failure to meet these requirements of this statute will result in document(s) being returned without being recorded.

You may access the complete text of RCW's at www.leg.wa.gov