
HOUSE BILL 2414

State of Washington

54th Legislature

1996 Regular Session

By Representatives D. Schmidt, Chopp and L. Thomas

Read first time 01/10/96. Referred to Committee on Government Operations.

1 AN ACT Relating to standardization of recorded documents; amending
2 RCW 36.18.010 and 65.04.050; adding new sections to chapter 65.04 RCW;
3 and providing an effective date.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5 **Sec. 1.** RCW 36.18.010 and 1995 c 246 s 37 are each amended to read
6 as follows:

7 County auditors or recording officers shall collect the following
8 fees for their official services:

9 For recording instruments, for the first page(~~(, legal size~~
10 ~~(+))~~eight and one-half by fourteen inches or less(~~(+))~~), five dollars;
11 for each additional (~~legal size~~) page eight and one-half by fourteen
12 inches or less, one dollar; the fee for recording multiple transactions
13 contained in one instrument will be calculated individually for each
14 transaction requiring separate indexing as required under RCW
15 65.04.050;

16 For preparing and certifying copies, for the first (~~legal size~~)
17 page eight and one-half by fourteen inches or less, three dollars; for
18 each additional (~~legal size~~) page eight and one-half by fourteen
19 inches or less, one dollar;

1 For preparing noncertified copies, for each (~~legal-size~~) page
2 eight and one-half by fourteen inches or less, one dollar;

3 For administering an oath or taking an affidavit, with or without
4 seal, two dollars;

5 For issuing a marriage license, eight dollars, (this fee includes
6 taking necessary affidavits, filing returns, indexing, and transmittal
7 of a record of the marriage to the state registrar of vital statistics)
8 plus an additional five-dollar fee for use and support of the
9 prevention of child abuse and neglect activities to be transmitted
10 monthly to the state treasurer and deposited in the state general fund
11 plus an additional ten-dollar fee to be transmitted monthly to the
12 state treasurer and deposited in the state general fund. The
13 legislature intends to appropriate an amount at least equal to the
14 revenue generated by this fee for the purposes of the displaced
15 homemaker act, chapter 28B.04 RCW;

16 For searching records per hour, eight dollars;

17 For recording plats, fifty cents for each lot except cemetery plats
18 for which the charge shall be twenty-five cents per lot; also one
19 dollar for each acknowledgment, dedication, and description: PROVIDED,
20 That there shall be a minimum fee of twenty-five dollars per plat;

21 For recording of miscellaneous records(~~(7)~~) not listed above, for
22 the first (~~legal-size~~) page eight and one-half by fourteen inches or
23 less, five dollars; for each additional (~~legal-size~~) page eight and
24 one-half by fourteen inches or less, one dollar;

25 For modernization and improvement of the recording and indexing
26 system, a surcharge as provided in RCW 36.22.170.

27 NEW SECTION. Sec. 2. A new section is added to chapter 65.04 RCW
28 to read as follows:

29 (1) When any instrument is presented to a county auditor or
30 recording officer for recording, the first page of the instrument shall
31 contain:

32 (a) A top margin of at least three inches and a one-inch margin on
33 the bottom and sides;

34 (b) The top left-hand side of the page shall contain the name and
35 address to whom the instrument will be returned;

36 (c) The title or titles of the instrument to be recorded indicating
37 the kind or kinds of documents or transactions contained therein. The

1 auditor or recording officer shall only be required to index the title
2 or titles captioned on the document;

3 (d) Reference numbers of documents assigned or released with
4 reference to the document page number where additional references can
5 be found, if applicable;

6 (e) The names of the grantor(s) and grantee(s) with reference to
7 the document page number where additional names are if applicable;

8 (f) An abbreviated legal description of the property, including
9 lot, block, plat, or section, township, and range, and reference to the
10 document page number where the full legal description is included, if
11 applicable;

12 (g) The assessor's property tax parcel or account number;

13 (2) All pages of the document shall be on sheets of paper of a
14 weight and color capable of producing a legible image that are not
15 larger than fourteen inches long and eight and one-half inches wide
16 with text printed or written in eight point type or larger. Further,
17 all instruments presented for recording must have a one-inch margin on
18 the top, bottom, and sides for all pages except page one, be prepared
19 in ink color capable of being imaged, and have all seals legible and
20 capable of being imaged, and no attachments may be affixed to the
21 pages.

22 The information provided on the instrument must be in substantially
23 the following form:

24 This Space Provided for Recorder's Use

25 When Recorded Return to:

26

27 Document Title(s)

28 Grantor(s)

29 Grantee(s)

30 Legal Description

1 Assessor's Property Tax Parcel or Account Number

2 Reference Numbers of Documents Assigned or Released

3 NEW SECTION. **Sec. 3.** A new section is added to chapter 65.04 RCW
4 to read as follows:

5 If an instrument presented for recording does not contain the
6 information required by section 2(1)(a) through (e) of this act, the
7 person preparing the instrument for recording shall prepare a cover
8 sheet that contains the required information. The cover sheet shall be
9 attached to the instrument and shall be recorded as a part of the
10 instrument. An additional page fee as determined under RCW 36.18.010
11 shall be collected for recording of the cover sheet. Any errors in the
12 cover sheet shall not affect the transactions contained in the
13 instrument itself. The cover sheet need not be separately signed or
14 acknowledged. The cover sheet information shall be used to generate
15 the auditor's grantor/grantee index. The cover sheet shall be
16 substantially the following form:

17 WASHINGTON STATE COUNTY AUDITOR/RECORDER'S
18 INDEXING FORM

19 Return Address

20 Please print or type information

21 **Document Title(s)** (or transactions contained therein):

- 22 1.
23 2.
24 3.
25 4.

26 **Grantor(s)** (Last name first, then first name and initials)

- 27 1.
28 2.
29 3.
30 4.
31 5. Additional names on page ___ of document.

32 **Grantee(s)** (Last name first, then first name and initials)

- 1 1.
- 2 2.
- 3 3.
- 4 4.
- 5 5. Additional names on page ___ of document.

6 **Legal Description** (abbreviated: i.e., lot, block, plat or section, township, range)

7 Additional legal description is on page ___ of document.

8 **Assessor's Property Tax Parcel or Account Number:**

9 **Reference Number(s) of Documents assigned or released:**

10 Additional references on page ___ of document.

11 The Auditor or Recording Officer will rely on the information provided on this form.
12 The staff will not read the document to verify the accuracy of or the completeness
13 of the indexing information provided herein.

14 **Sec. 4.** RCW 65.04.050 and 1991 c 26 s 6 are each amended to read
15 as follows:

16 Every auditor or recording officer must keep a general index,
17 direct and inverted. The index may be either printed on paper or
18 produced on microfilm or microfiche, or it can be created from a
19 computerized data base and displayed on a video display terminal. Any
20 reference to a prior record location number may be entered in the
21 remarks column. Any property legal description contained in the
22 instrument must be entered in the description of property column of the
23 general index. The direct index shall be divided into ((~~seven~~)) eight
24 columns, and with heads to the respective columns, as follows: Date of
25 reception, grantor, grantee, nature of instrument, volume and page
26 where recorded and/or the auditor's file number, remarks, description
27 of property, assessor's property tax parcel or account number. The
28 auditor or recording officer shall correctly enter in such index every
29 instrument concerning or affecting real estate which by law is required
30 to be recorded, the names of grantors being in alphabetical order. The
31 inverted index shall also be divided into ((~~seven~~)) eight columns,
32 precisely similar, except that "grantee" shall occupy the second column

1 and "grantor" the third, the names of grantees being in alphabetical
2 order. The auditor or recording officer may combine the direct and
3 indirect indexes into a single index if it contains all the information
4 required to be contained in the separate direct and indirect indexes
5 and the names of all grantors and grantees can be found by a person
6 searching the combined index. For the purposes of this chapter, the
7 term "grantor" means any person conveying or encumbering the title to
8 any property, or any person against whom any lis pendens, judgment,
9 notice of lien, order of sale, execution, writ of attachment, or claims
10 of separate or community property shall be placed on record. The
11 auditor or recording officer shall also enter in the general index, the
12 name of the party or parties platting a town, village, or addition in
13 the column prescribed for "grantors," describing the grantee in such
14 case as "the public." However, the auditor or recording officer shall
15 not receive or record any such plat or map until it has been approved
16 by the mayor and common council of the municipality in which the
17 property so platted is situated, or if the property be not situated
18 within any municipal corporation, then the plat must be first approved
19 by the county legislative authority. The auditor or recording officer
20 shall not receive for record any plat, map, or subdivision of land
21 bearing a name the same or similar to the name of any map or plat
22 already on record in the office. The auditor or recording officer may
23 establish a name reservation system to preclude the possibility of
24 duplication of names.

25 NEW SECTION. **Sec. 5.** This act shall take effect January 1, 1997.

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