
HOUSE BILL 2201

State of Washington

55th Legislature

1997 Regular Session

By Representatives Gombosky, Wood, Dunshee, Blalock, Cooper and Sullivan

Read first time 02/26/97. Referred to Committee on Government Administration.

1 AN ACT Relating to filing documents with county auditors; and
2 amending RCW 65.04.045, 65.04.047, and 36.18.010.

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

4 **Sec. 1.** RCW 65.04.045 and 1996 c 143 s 2 are each amended to read
5 as follows:

6 (1) When any instrument relating to real property, other than a
7 document authorized under Title 62A RCW, is presented to a county
8 auditor or recording officer for recording, the first page of the
9 instrument shall contain:

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

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

14 (c) The title or titles of the instrument to be recorded indicating
15 the kind or kinds of documents or transactions contained therein. The
16 auditor or recording officer shall only be required to index the title
17 or titles captioned on the document;

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

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

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

10 (g) The assessor's property tax parcel or account number.

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

20 The information provided on the instrument must be in substantially
21 the following form:

22 This Space Provided for Recorder's Use

23 When Recorded Return to:

24

25 Document Title(s)

26 Grantor(s)

27 Grantee(s)

28 Legal Description

29 Assessor's Property Tax Parcel or Account Number

30 Reference Numbers of Documents Assigned or Released

1 **Sec. 2.** RCW 65.04.047 and 1996 c 143 s 3 are each amended to read
2 as follows:

3 If an instrument relating to real property, other than a document
4 authorized under Title 62A RCW, presented for recording does not
5 contain the information required by RCW 65.04.045(1) (a) through (e),
6 the person preparing the instrument for recording shall prepare a cover
7 sheet that contains the required information. The cover sheet shall be
8 attached to the instrument and shall be recorded as a part of the
9 instrument. An additional page fee as determined under RCW 36.18.010
10 shall be collected for recording of the cover sheet. Any errors in the
11 cover sheet shall not affect the transactions contained in the
12 instrument itself. The cover sheet need not be separately signed or
13 acknowledged. The cover sheet information shall be used to generate
14 the auditor's grantor/grantee index, however, the names and legal
15 description in the instrument itself will determine the legal chain of
16 title. The cover sheet shall be 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.

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

2 1.

3 2.

4 3.

5 4.

6 5. Additional names on page ___ of document.

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

9 Additional legal description is on page ___ of document.

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

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

12 Additional references on page ___ of document.

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

17 **Sec. 3.** RCW 36.18.010 and 1996 c 143 s 1 are each amended to read
18 as follows:

19 County auditors or recording officers shall collect the following
20 fees for their official services:

21 For recording instruments, for the first page (~~eight and one-half~~
22 ~~by fourteen inches or less~~), five dollars; for each additional page
23 (~~eight and one-half by fourteen inches or less~~), one dollar; the fee
24 for recording multiple transactions contained in one instrument will be
25 calculated individually for each transaction requiring separate
26 indexing as required under RCW 65.04.050;

27 For preparing and certifying copies, for the first page eight and
28 one-half by fourteen inches or less, three dollars; for each additional
29 page eight and one-half by fourteen inches or less, one dollar;

30 For preparing noncertified copies, for each page eight and one-half
31 by fourteen inches or less, one dollar;

1 For administering an oath or taking an affidavit, with or without
2 seal, two dollars;

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

14 For searching records per hour, eight dollars;

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

19 For recording of miscellaneous records not listed above, for the
20 first page eight and one-half by fourteen inches or less, five dollars;
21 for each additional page eight and one-half by fourteen inches or less,
22 one dollar;

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

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