

RECORDING INFO, FEES AND REQUIREMENTS

MAILING ADDRESS:

MATT REYNOLDS
PUTNAM COUNTY CLERK OF COURTS & COMPTROLLER
PO BOX 758
PALATKA , FL 32178

STREET ADDRESS:

518 ST JOHNS AVE BLDG 1-E
PALATKA , FL 32177
PHONE : 386 326 7680
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RECORDING FEES PER DOCUMENT (FOR DOCUMENTS UP TO 8 ½ X 14 IN SIZE)

\$10.00 FOR THE 1ST PAGE
\$8.50 FOR EACH ADDITIONAL PAGE
\$1.00 PER NAME FOR EACH NAME OVER 4 NAMES TO BE INDEXED

RECORDED COPY FEE

\$1.00 PER PAGE
\$2.00 CERTIFICATION
\$5.00 PER PLAT SHEET

MAKE CHECKS OR MONEY ORDERS PAYABLE TO CLERK OF COURTS

RECORDING REQUIREMENTS FOR MOST RECORDABLE DOCUMENTS

(PLEASE CONSULT AN ATTORNEY IF YOU HAVE ANY QUESTIONS REGARDING THE REQUIREMENTS OF INFORMATION ON ANY INSTRUMENT AUTHORIZED BY FLORIDA LAW PRIOR TO RECORDING IN THE OFFICIAL RECORDS.)

1. Original Document

Documents are to **HAVE** original signatures cannot be a photo copy of an original or it shall be a certified copy from another county.

2. Prepared by statement for Conveyances/Deeds notarized in the state of Florida:

Name and Address of who prepared the document.

3. Mailing Address of Grantee on all Conveyances/Deeds

4. Witnesses on Conveyances/Deeds:

Two subscribing witnesses per signature per notary

5. Notarized

Completed Notary Acknowledgement with notary signature and seal for most recorded documents

Acknowledgement sample:

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___online notarizations, this ____day of _____, 20____, by (name of person acknowledging).

(NOTARY SEAL)

(Signature of Notary Public-State of Florida)
(Name of Notary Typed, Printed, or Stamped)

Personally Known ___ OR Produced Identification ___
Type of Identification Produced