

**SANTA ROSA COUNTY CLERK OF COURTS  
RECORDING DEPARTMENT  
P O BOX 472, 6495 CAROLINE STREET  
MILTON, FLORIDA 32572  
(850)983-1966 FAX (850) 983-1991**

*RECORDING REQUIREMENTS*

**ALL INSTRUMENTS (DOCUMENTS):**

1. Must be original. We cannot record a copy unless it is recorded and certified form another Clerks office. (FS 695.19)
2. Must be notarized. This means it must have an acknowledgment, a notary seal (photographically reproducible black ink), a type of identification given (valid picture ID or personally known to) and an expiration date. (FS 117.05<3>), (FS 695.24)
3. Must have a "prepared by" statement. (Name & address of individual or Co.) (FS 695.24)
4. For recording instruments affecting real property a 3 by 3 inch space at the top right corner on the front page and a 1 by 3 inch space at the top right corner on each subsequent page is required. (FS 695.26)

**ALL TRANSFERS OF REAL PROPERTY (WDs, QCDs, etc.) MUST HAVE:**

1. A grantor (seller)
2. A grantee (buyer)
3. Mailing address of grantee. (FS 695.21)
4. Legal description
5. Two witnesses (FS 689.01)
6. Notarization
7. "Prepared by:"

**REQUIRED RECORDING FEES:**

Recording.....\$10.00 1<sup>st</sup> page, \$8.50 for each additional page. (FS 28.24, Senate Bill 2962)

Indexing.....\$1.00 additional fee per name for all names over four (per document). (FS 28.24)

Intangible Tax.....2 mills (.002) on net proceed amount (amount financed exclusive of interest).

**THIS FEE IS FOR MORTGAGES ONLY. (FS 199.032)**

State Documentary stamps.....\$.70 per \$100.00 or fraction thereof on Deeds & OGM leases or conveyances. (FS 201.02) Mortgage on property: the total consideration includes any mortgages encumbering the property being transferred. (12B-4.013<25>)  
Husband and wife deeds: no tax is due on a deed executed on or after July 1,1997 between spouses or former spouses at the time of divorce. This applies *only* to the marital home. (12B-4.013<32>).....\$.35 per \$100.00 or fraction thereof on Mortgages, Agree for Deeds (deferred balance), Add Adv & Mtg Assumptions. (FS 201.08)

**Common Errors Check List:**

- Is the name of each witness (and notary) legibly printed or typed immediately beneath Signatures? (F.S. 695.26)
  - Is the transfer of interest form properly executed? (F.S. 201.022) (must be official duplicate State of Florida DR-219)
  - Is the name of each witness (and notary) legibly printed or typed immediately beneath Signatures? (F.S.695.26)
  - Is the name of each witness (and notary) legibly printed or typed immediately beneath Signatures? (F.S. 695.26)
  - Is the parcel identification number used by the County Property Appraiser stated on the transfer form DR-219? (Amended F.S. F. 201-022<1>)
  - Did you indicate the date of instrument?
  - Did you indicate the mailing address of grantee (or buyer)? (F.S. 695.21)
  - Is the required witnesses included on the document? (F.S. 689.21)
  - In lieu of (2) witnesses, is the Corporation seal affixed?
  - Is the notary information correct (i.e., acknowledgment, notary seal, type of identification given, expiration date)? (F.S. 117.03<3>) (F.S. 695.23)
  - Is the "Return to" section indicated on instrument?
  - If a Satisfaction or an Assignment, is the BK/PG of instrument being Satisfied or Assigned indicated?
  - Are you certain that the property described in instrument is located in Santa Rosa County? Remember, it must be recorded in the county that the legal description is describing.
  - Is the legal description complete and correct?
  - OGM (Oil, Gas & Minerals) leases, assignments, or conveyances are subject to tax and therefore must have transfer form DR-219 stating the total amount of consideration. (Chapter 12B-4.013<9>)
  - Assumption of any notes or mortgages are taxable renewals under F.S. 201.09 (1), (2), and therefore must state the remaining principal balance on the face of the instrument or the transfer of interest form.
  - Need notation as to FL Doc Tax (financing Statement either "paid" or "not subject to FL Doc Tax." (F.S. 201.22)
  - Remittance must be an original. (We cannot record a copy unless it is recorded and certified from another clerk's office) (F.S. 201.22)
  - Remittance short or over?
  - Remittance enclosed?
  - Signature on check?
  - Is copy certified? (F.S. 695.19)
  - Must be missing space at upper right hand area per Florida Judicial Administration. (Rule 2.055(C, D) and F.S. 695. 26 (e))
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