

**SANTA ROSA COUNTY CLERK OF COURTS  
RECORDING DEPARTMENT  
PO 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 from another Clerk's office. (FS 695.19)
2. Must be notarized. This means it must have an acknowledgment, a notary seal (photographically reproducible black ink), the type of identification given (valid picture ID or personally known to). (FS 117.05), (FS 695.25)
3. Must have a "prepared by" statement. (Name and address of natural person or under whose supervision) (FS 695.26 (1)(b))
4. For recording instruments affecting real property a 3 by 3 inch space at the top right corner on the first page and a 1 by 3 inch space at the top right corner on each subsequent page is required. (FS 695.26(1)(e))

**ALL TRANSFERS OF REAL PROPERTY (warranty deeds, quit claim deeds, etc.) MUST HAVE:**

1. A grantor (seller)
2. A grantee (buyer)
3. Mailing address of grantee. (FS 695.26 (1)(f))
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)

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

**State Documentary Stamps**.....\$.70 per \$100.00 or fraction thereof on deeds/conveyances, etc. (FS 201.02)

***Mortgage on property:*** the total consideration includes any mortgages encumbering the property being transferred. (12B-4.013(21)) ***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(27)).

.....\$.35 per \$100.00 or fraction thereof on Mortgages/written obligations to pay, etc. (FS 201.08)

**Intangible Tax**.....2 mills (.002) on each dollar of just valuation of all notes, etc. secured by mortgage, etc. upon real property. (FS 199.133)

