

## INSTRUCTIONS FOR PREPARING CONVEYANCE DOCUMENTS

If you are preparing a conveyance document to be recorded in Pierce County, be sure that it complies with the state recording requirements (available on our website). If you know how to prepare the document yourself you may do so. You can purchase a blank document at a stationary store or possibly obtain one from a local title insurance company. The document to be recorded comes to us **fully completed and signed by the grantors(s) in front of a notary**. We do not have a notary in our office.

If you are not able to prepare the document yourself, only an attorney or someone licensed to practice limited law can prepare it for you or give you any advice on doing so. Be sure your preparer is aware of our state's formatting requirements for recorded documents.

Fee to record **each** conveyance document is currently \$62.00 for the first page, plus \$1.00 for each additional page after the first.

Auditor's website address: [WWW.PIERCECOUNTYWA.ORG/AUDITOR](http://WWW.PIERCECOUNTYWA.ORG/AUDITOR);  
phone # 253-798-7548+0.