

**SHEILA SEE**  
**MONTGOMERY COUNTY RECORDER OF DEEDS**  
**REJECTION FORM**

Standard Rejection Form as approved by Recorders Association of Missouri-Amended 9/1/03

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● **GENERAL DOCUMENT REQUIREMENTS**

- ☐ Need correct fee of \$ \_\_\_\_\_
- ☐ Recording fees are \$24 for the first page (effective 9/01/03) and \$3 for each page thereafter.  
(RSMo 59.320; 59.321; 59.310; 59.319; 59.800; 50.1190)
- ☐ Name(s) not typed or printed under signature(s) – pertains to notaries as well (RSMo 39.310)
- ☐ Print must be at least 8 point type (10 pt font on computer) and legible to be reproduced from record (RSMo 59.310)
- ☐ Lacks address of Grantee (RSMo 59.330)
- ☐ Lacks legal description (RSMo 59.330)

● **NOTARY REQUIREMENTS**

- ☐ Lacks notary signature (RSMo 486.275)
- ☐ Lacks notary seal (RSMo 486.285)

● **DOCUMENT FORMATTING REQUIREMENTS – Effective January 1, 2002 (RSMo 59.310)**  
**SIZE AND INK**

- ☐ Document not submitted on 8 1/2" X 11" paper
- ☐ Document not submitted on white, light-colored 20# paper without watermarks
- ☐ Document not printed on only one side
- ☐ Document may not be presented as a continuous form or permanently bound
- ☐ Signatures must be in black or dark ink

● **ATTACHMENTS**

- ☐ Attachments may not be stapled or taped to page(s) of document other than as required by law

● **MARGINS**

- ☐ Document does not contain a top 3" vertical space on the first page for recorder's certification
- ☐ Unauthorized printing or information within the 3" recorder's certification space
- ☐ Remaining margins on first and subsequent pages are less than 3/4"

● **FIRST PAGE DESIGNATIONS BELOW THE 3" MARGIN**

One or more of the following are omitted from the first page of the document or lack a page reference within the document where the information is set out.

- ☐ Title of Document
- ☐ Date of Document
- ☐ Grantor's Name(s) for indexing purposes, must designate
- ☐ Grantee's Name(s) for indexing purposes, must designate
- ☐ Statutory Address(es)
- ☐ Legal Description
- ☐ Reference Book and Page

● **RELEASE DEEDS**

- ☐ Must present original identified note to release deeds of trust recorded prior to January 1, 1966 (RSMo 443.060)
- ☐ If original note is lost, must attach affidavits of lost note by maker and beneficiary

● **OTHER**

- ☐ Wrong County

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RECORDER OF DEEDS Sheila See MONTGOMERY COUNTY, MO

Date \_\_\_\_\_ Deputy \_\_\_\_\_