

## Document Bulletin for Miami County, KS

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Miami County, KS is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

### General Requirements for all documents:

- A top margin of at least 3” inches and a 1” inch margin on the bottom and sides and top of subsequent pages.
- Letter and Legal sized documents accepted.
- 300 DPI on all Images.
- Recording hours: M-F, 8:00 AM – 4:00 PM (Cut Off Time)
- Note: Deeds require a special attachment – The Sales Validation Questionnaire (SVQ). For deeds that are not exempt, the SVQ is filed as a separate (No Fee) Document along with the Deed. If the Deed is exempt, the submitter is expected to have the exemption reason listed on the first page of the submitted document.
- Note: Exempt Mortgages require an affidavit that is also sent as an attachment to the mortgage and is not recorded as part of the Mortgage.

Document Type	Required Index Fields
<ul style="list-style-type: none"> <li>•Abstract Of Judgment</li> <li>•Abstract Of Judgment Release</li> <li>•Administrators Deed</li> <li>•Affidavit</li> <li>•Affidavit Equitable Interest</li> <li>•Affidavit Estoppel</li> <li>•Affidavit Of Attorney Trustee</li> <li>•Affidavit Of Cancellation/Forfeiture</li> <li>•Affidavit Of Death</li> <li>•Affidavit Of Heir ship</li> <li>•Affidavit Of Identity</li> <li>•Affidavit Of Landowner</li> <li>•Affidavit Of Mobile Home</li> <li>•Affidavit Of Non-development</li> <li>•Affidavit Of Non-Production</li> <li>•Affidavit Of Production</li> <li>•Agreement</li> <li>•Amend Certificate Of Limited Partnership</li> <li>•Amended Lease</li> <li>•Amended Restrict Covenants</li> <li>•Amendment</li> <li>•Amendment Of Mortgage</li> <li>•Amendment Of Oil And Gas Lease</li> <li>•Articles Of Incorporation</li> <li>•Articles Of Incorporation Amendment</li> <li>•Articles Of Incorporation Merger</li> <li>•Assignment</li> <li>•Assignment Of Lease</li> <li>•Assignment Of Oil And Gas</li> <li>•Assignment Of Overriding Royalty</li> <li>•Assignment Of Redemption Rights</li> </ul>	<ul style="list-style-type: none"> <li>-Grantor/Grantee on all document types.</li> <li>-Deeds also require consideration amount</li> <li>-Mortgages also require loan amount</li> </ul>

<ul style="list-style-type: none"> <li>•Assignment Of Rents</li> <li>•Assignment Of Royalty Interest</li> <li>•Assumption Of Indebtedness</li> <li>•Boundary Line Adjustment</li> <li>•Cemetery Deed</li> <li>•Certificate</li> <li>•Certificate Of Amendment</li> <li>•Certificate Of Dissolution</li> <li>•Certificate Of General Partnership</li> <li>•Certificate Of Limited Partnership</li> <li>•Certificate Of Non Tax</li> <li>•Certificate Of Reinstatement</li> <li>•Certificate Of Title</li> <li>•Certificate Of Title Amendment</li> <li>•Certificate To Amend Articles Of Incorporation</li> <li>•Change Of Registered Agent Or Office</li> <li>•Conservation Easement</li> <li>•Conservators Deed</li> <li>•Contract For Deed</li> <li>•Corporate Deed</li> <li>•Correction Deed</li> <li>•Correction Of Oil And Gas Lease</li> <li>•Death Certificate</li> <li>•Declaration Of Restriction</li> <li>•Declaration Of Trust</li> <li>•Dedication</li> <li>•Deed Administrative</li> <li>•Deed In Lieu Of Foreclosure</li> <li>•Deed Joint Ten Quit Claim</li> <li>•Deed JT Warranty</li> <li>•Deed Of Trust</li> <li>•Deed US Marshals</li> <li>•Directors Deed</li> <li>•Disclaimer</li> <li>•Dissolution By Stockholders</li> <li>•Divorce Decree</li> <li>•Durable Power Of Attorney</li> <li>•Easement</li> <li>•Easement Deed</li> <li>•Easement Full Release</li> <li>•Executors Deed</li> <li>•Executive Deed</li> <li>•Extension Agreement</li> <li>•Extension Oil And Gas Lease</li> <li>•Federal Estate Tax Lien</li> <li>•Federal Tax Lien</li> <li>•Grant Deed</li> <li>•Guardian Or Conservator</li> <li>•Home Association Assessment</li> <li>•Home Association Declaration</li> <li>•Inheritance Tax Letter</li> <li>•Interlocal Agreement</li> <li>•Joint Mortgage</li> <li>•Journal Entry</li> <li>•Judgment</li> <li>•Lease</li> <li>•Lease/Assignment</li> <li>•Lease/Partial Release</li> <li>•Lease/Release</li> <li>•Lien</li> <li>•Lien Release</li> <li>•Limited Power Of Attorney</li> <li>•Memorandum</li> <li>•Memorandum Of Lease</li> <li>•Mineral Deed</li> <li>•Mining Lease</li> <li>•Mining Lease Release</li> </ul>	
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- Miscellaneous
- Modification Agreement
- Mortgage
- Mortgage Assignment
- Notice
- Notice Enhanced Recovery Proj
- Notice Of Intent
- Notice Of Lis Pendens
- Oil And Gas Lease
- Order
- Partial Release
- Partial Release Of Mortgage
- Party Wall Agreement
- Probate Order
- Protective Covenants
- PT Release Fed Tax Lien
- PT Release Of Assignment Of Rents
- PT Release Of Oil And Gas Lease
- Quit Claim Deed
- Ratification Of Oil And Gas Lease
- Release
- Release Federal Tax Lien
- Release Of Affidavit Of Equitable Interest
- Release Of Assignment Of Rents
- Release Of LIS Pendens
- Release Of Mortgage
- Release Of Oil And Gas Lease
- Release Of Right Of Way
- Release Of State Tax Lien
- Representative Deed
- Resolution
- Revocation Power Of Attorney
- Revocation Of Power Of Attorney
- Revocation Of Transfer On Death Deed
- Right Of Way Partial Release
- Royalty
- Rule Exception Variance
- Settlement Agreement
- Sheriffs Deed
- Spousal Consent
- Statement Of Claim
- State Tax Lien
- Satisfaction Of Judgment
- Subdivision Agreement
- Subordination Agreement
- Temporary Easement
- Termination
- Transfer On Death Deed
- Trustees Deed
- Waiver
- Waiver Of Marital Rights
- Warranty Deed
- Water Appropriations