

Document Bulletin for Cherokee County, KS

Cherokee 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:

- 3" top margin on the first page and 1" at the top of subsequent pages. 1" side and bottom margin on all pages.
- 300 DPI required on images
- Legal and Letter Sized Documents Accepted.
- Recording Hours: M-F, 8 AM to 3:00 PM (Cutoff Time)
- Note: When recording a deed or an affidavit of equitable interest, a Sales Validation Questionnaire (SVQ) is required to accompany the filing. In the case of certain transfers of title, an exemption statement typed on the deed may replace a SVQ. Transfers of title that do not require a SVQ are listed on the back of the SVQ form. The following statement (with the appropriate exemption number filled in) can be typed on the face of deeds that do not require a SVQ: Pursuant to K.S.A 79-1437 a Real Estate Sales Validation Questionnaire is not required due to Exemption No. _____."
- Mortgage registration tax is calculated by multiplying the total amount of indebtedness by .0026. If an exemption from mortgage registration tax is claimed, a Mortgage Registration Tax Affidavit must accompany the mortgage at the time of filing. The Affidavit is scanned as last page of Mortgage.
- Mortgage assignments or mortgage releases must contain the Book and Page reference of the original document.

Document Type	Required Indexed Fields
Abandonment Of Right Of Way	All Documents Require Grantor/Grantee, and Requesting Party/Address Deeds also require SVQ attachment, if not exempt. Mortgages also require loan amount.
Access Easement	
Adjustable Rate Rider	
Administrators Deed	
Affidavit	
Affidavit Of Equitable Interest	
Affidavit Of Non Production	
Affidavit Of Production	
Affidavit Terminating Durable General Power Of Att	
Agisters Lien	
Agreement	
Agreement Reinstating Mortgage	
Amendment To Mortgage	
Amendment To Mortgage Releases Security Agmt	
Amendment To Oil And Gas Lease	

Assignment Assignment Of Contract For Sale Assignment Of Leases Assignment Of Leases And Rents Assignment Of Mortgage Assignment Of Oil And Gas Lease Beneficiary Deed Certif Of Discharge Of Property From Federal Tax Certificate Of Discharge Of Tax Lien Certificate Of Release Of Federal Estate Tax Lien Certificate Of Release Of Federal Tax Lien Certificate Of Subordination Of Federal Tax Lien Certified Copy Of Military Discharge Record Certified Copy Of Ordinance Certified Copy Of Patent Certified Copy Of Power Of Attorney Certified Copy Of Resolution Conservators Deed Conservators Joint Tenancy Deed Contract Contract For Sale Corporation Joint Tenancy Warranty Deed Corporation Quit Claim Deed Corporation Quit Claim Joint Tenancy Deed Corporation Warranty Deed Corrected Oil And Gas Lease Corrected Partial Release Of Mortgage Corrected Release Correction Deed Corrective Mortgage Declaration Of Restrictive Covenants Deed Deed Restriction Easement Easement For Right Of Ingress And Egress Executors Deed Executors Deed Joint Tenancy Extension Of Mortgage Gas Line Easement Agreement General Warranty Deed Guardians Deed Home Equity Line Mortgage	
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Ingress Egress Agreement	
IRS Payment	
Joint Tenancy Warranty Deed	
Kansas Joint Tenancy Deed	
Kansas Joint Tenancy Quit Claim Deed	
Kansas Joint Tenancy Warranty Deed	
Lease	
Lease Purchase Agreement	
Lease With Option To Purchase Agreement	
Letter	
Lien Affidavit	
Mechanics Lien	
Mechanics Lien	
Mechanics Lien Release	
Memorandum Of Supplemental Lease Agreement	
Military Discharge Record	
Mineral Deed	
Modification Agreement	
Mortgage Modification Agreement	
Mortgage	
Mortgage And Security Agreement	
Mortgage Assignment Of Leases And Rents	
Mortgage Security Agreement And Financing Statement	
Mortgage Security Agreement Financing Statement	
Notice	
Notice Of Bankruptcy Filing	
Notice Of Federal Estate Tax Lien	
Notice Of Federal Tax Lien	
Notice Of Lien	
Notice Of Lien For Fine	
Notice Of Lis Pendens	
Notice Of Quarterly Lien	
Oil And Gas Lease	
Option To Purchase Real Estate	
Order	
Ordinance	
Partial Release	
Partial Release Of Assignments Of Leases And Rents	
Partial Release Of Mortgage	
Partial Release Of Oil And Gas Lease	
Partial Release Of Right Of Way	
Partial Release Of Stipulations	

Permit	
Perpetual Easement Deed	
Power Of Attorney	
Revocation Of Previous Power Of Attorney	
Quit Claim Deed	
Quit Claim Joint Tenancy Deed	
Real Estate Agreement First Right Of Refusal	
Real Estate Sales Contract	
Redemption Of Foreclosure	
Release	
Release And Cancellation Of Restrictive Covenant	
Release And Uniform Commercial Code Termination	
Release Of Affidavit Of Equitable Interest	
Release Of Agisters Lien	
Release Of Assignment	
Oil Release Of Assignment	
Release Of Assignment Of Leases And Rents	
Release Of Assignment Of Mortgage	
Release Of Easement	
Release Of Kansas Estate Tax Lien	
Release Of Land Contract	
Release Of Lease Agreement	
Release Of Lien	
Release Of Lis Pendens	
Release Of Mechanics Lien	
Release Of Modification Agreement	
Release Of Mortgage	
Release Of Mortgage Security Agreement And Assignment	
Release Of Oil And Gas Lease	
Release Of Restrictions	
Release Of Right Of Way	
Release Of State Inheritance Tax Lien	
Release Of State Tax Lien	
Release Of Stipulations	
Release Of Subordination Agreement	
Rerecorded Affidavit	
Resolution	
Restrictions	
Restrictive Covenant	
Revised Survey	
Revocable Trust Agreement	
Revocation Of Power Of Attorney	

Revocation Of Transfer On Death Deed	
Rider	
Right Of Way Agreement	
Oil Right Of Way Agreement	
Satisfaction Of Judgment	
Second Amendment To Mortgage	
Second Mortgage	
Sheriffs Deed	
Sheriffs Joint Tenancy Deed	
State Inheritance Tax Lien	
State Tax Lien	
State Tax Lien Ucc	
Statement Of Claim Of Mineral Interest	
Subordination	
Supplemental Mortgage	
Supplemental Mortgage And Security Agreement	
Survey	
Transfer On Death Deed	
Transfer On Death As Joint Tenants	
Trustee Affidavit	
Trustees Joint Tenancy Warranty Deed	
Trustees Warranty Deed	
Ucc Amendment	
Ucc Assignment	
Ucc Continuation	
Ucc Termination	
United States Marshalls Deed	
Utility Easement	
Waiver Of Marital Interest	
Waiver Of Rights	
Warranty Deed	
Water Rights	