

## Document Bulletin for Catawba County, NC

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Catawba County, NC 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 inch top margin, 1/2 inch side and bottom margin
- Letter and Legal sized documents accepted.
- County will accept documents Monday-Friday 8:30AM-4:30 PM EST (Will not accept after hours)
- 300 DPI on all Images.
- An additional fee of \$ 25 is charged for non-conforming documents.
- The County requires a signed submitter agreement for electronic recording.
- North Carolina statute requires that documents submitted included the following statement that will appear on the public record. It should appear on the first page of the document to be recorded:

Submitted electronically by \_\_\_\_\_(Submitter's Name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with \_\_\_\_\_(County Name) County Register of Deeds.

Document Type	Required Indexing
Assumed Name	All Document Types: Grantor/Grantee Requesting Party
Administration Notice	
Amendment	
Affidavit	
Agreement	
Assignment	
Bill of Sale	
Bankruptcy	
Bylaws	
Correction Deed	
Cemetery Deed	
Certificate	
Contract	
Corporation	
Deed of Separation	
Deed of Trust	
Declaration	
Deed	
Easement	
Foreclosure	
Fixture Filing	
Judgment	
Lease	
Limited Partnership	
MAP	
Memo	

Merger Modification Agreement Mortgage Notice of Request Notice of Substitution Notice Notary Option Ordinance Order Articles of Organization Power of Attorney PARTIAL Release Plans Partnership Quit Claim Deed Restrictive Covenants Revocation of Power of Atty Right of Way Release Release Deed Rescission of SAT Resolution Restriction See Instrument Satisfaction / Cancellation Separation Agreement Subordination Agreement Subordination Deed Trustee Deed Waiver	
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