

Document Bulletin for Montgomery County, NC

Montgomery 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.
- 300 DPI on all Images.
- eRecording Hours: M-F, 8 AM to 5 PM
- The county is only accepting Satisfactions (\$0 fee) currently through eRecording.
- The County requires a signed submitter agreement for electronic recording. Also, the counties land record provider charges an additional \$ 2.00 service fee that will be billed to the submitter in their CSC periodic billing invoice. Please visit the CSC Quickstart site to complete the Submitter MOU **and** Acknowledge the \$ 2.00 service fee:

<http://erecording.com/Submitter/quickstart.aspx>

- 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
SATISFACTION	Indexing for all Document Types: Grantor/Grantee, Requesting Party/Address