

## **POLICIES AND PROCEDURES BECKHAM COUNTY CLERK**

Documents for recording will be kept in the clerk's office until the data has been entered, it has been scanned, indexed and copies are made for the clerk's books. The original document will be mailed back.

Document must be original or certified copy, signed and notarized, with legal description if applicable. Document has to be legible. If the document is a deed conveying surface, the grantee's mailing address has to be on the face of the deed. This is for the mailing of tax statements.

If document is a deed conveying surface or minerals, there will be documentary stamp tax due unless an exemption can be claimed. The exemption clause can be on the deed or stated in an affidavit. If there is a purchase price, it also can be stated on the deed or stated in a settlement statement. We keep the settlement statement in a file in our office.

Mortgages will need a mortgage tax stamp on them before we will record them. This stamp can be purchased from the Treasurer's office. Also, a Contract for Sale document will need the mortgage tax stamp placed on the document before recording.

Affidavit of Surviving Joint Tenant documents have to have a original death certificate attached.

Mechanics liens have to have a legal description, address of both lien claimant and property owner on the face of the document, amount claimed and an itemized statement showing the amount claimed. Recording fees are \$15 for the first page and \$2 for each additional page plus \$13.54 per notice to be mailed. The "Notice of Filing Lien Statement" will be mailed to the property owner within one day of filing the Mechanic's Lien. Mechanics liens, release of mechanic liens, tax warrants and tax warrants releases are kept in the office. They are not mailed back. A copy of the filed document can be requested and mailed back.

If a book and page number needs to be inserted on a document, the request needs to be put on a sticky note and attached to the document that needs the book and page inserted.

The filing order of documents: Recorded first, documents brought in after 3 pm previous day. Before mail arrives E-File then counter documents are recorded. Mail arrives after 9:30 am; it is opened and placed in order for recording as opened. When Federal and State tax liens and releases are received in the mail they are placed at the first of the mail stack. Afternoon E-file goes on after mail and any counter documents.

Cut off time is at 3:00 each day unless it is the last day of the month then it is at 2:15. Documents coming in after cut off time will be put on first the next morning.

A courtesy call will be made if document is nonrecordable to discuss the reason for rejection. If no phone number is available then document will be returned with explanation. We will hold document if more money is needed for recording. After initial phone contact is made document will be held for five business days. After five days another call will be made and another five business days will pass before document is returned with explanation letter.

Documents will be returned to address on the envelope document was received in or in a provided self addressed envelope or if a letter specifies a different address to return to.

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Leasa Hartman, Beckham Co. Clerk

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Effective Date