

Real Estate Document Formatting

The Kentucky County Clerk's Association has adopted the following standards for submission of documents.

Legibility Standards are as follows:

Paperweight:	20 lb.
Paper size:	8 ½ x 11 preferred; 8 ½ x 14 accepted
Paper color:	White; no watermarks
Staples or binding:	None
One or two side print:	One side only
Impression Seals:	None allowed
Colored highlight markers:	None allowed
Margins:	Top 3" of first page recommended for Recorder use, especially on right side of page (not recommended on last page); all other margins 1"
Ink color:	Black preferred, with dark blue signatures
Font:	10-point Times New Roman or equivalent
Spacing:	9 lines per inch maximum

Since it will take time for everyone to adapt to these formatting standards, most county clerks will not reject a document due to formatting standards for 90 days after January 1, 2020 and will always retain the discretion to take a documents that do not meet formatting standards but still meets all the recording requirements.

CHAPTER 382 Conveyances and Encumbrances: There were many changes to KRS Chapter 382 to allow for the adoption of the Uniform Real Property Electronic Recording Act. KRS 382.075 along with the changes to the Uniform Electronic Transaction Act under Chapter 369, has allowed for electronic signatures on documents and therefore allows County Clerks to accept documents through electronic means.

However, since e-recording is permissive, KRS 382.076 details how a document that may be born digitally can be "papered out" for purposes of filing that document with the county clerk.

The statute allows this practice as long as the tangible document is accompanied by a certificate from a notary public with:

- Signature of notary public with date signed
- Jurisdiction in which signed
- Title of notary public
- Commission # and expiration date of commission
- Language certifying that the document is a true and correct copy of an electronically executed document

The following form of certificate is sufficient for the purposes of this section, if completed, with the information required by subsection (3) of this section:

State of _____

[County] of _____

I certify that the foregoing and annexed document entitled _____

[document title], date d _____ [document date, if applicable],

and containing _____ pages is a true and correct copy of an electronic document bearing one (1) or more electronic signatures.

Executed this _____ [date].

[Signature of notary public]