

## **Document Bulletin for Polk County, FL**

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Polk County, FL 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:**

- 3x3 space top right of 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 4:30 PM (Cutoff Time)

Document Type	Required Indexed Fields
AFFIDAVIT	Affiant
AGREEMENT	Grantor/Grantee
AGREEMENT/CONTRACT FOR DEED	Grantor/Grantee
ASSIGNMENT	Grantor/Grantee
CERTIFICATE	Grantor/Grantee
CERTIFIED COPY OF JUDGMENT/ORDER	Grantor/Grantee
DEATH CERTIFICATE	Grantor/Grantee
DEED	Grantor/Grantee, Consideration
EASEMENT	Grantor/Grantee
FINANCING STATEMENT	Grantor/Grantee
MODIFICATION	Grantor/Grantee, Loan Amount
MORTGAGE	Grantor/Grantee, Loan Amount
MORTGAGE EXEMPT	Grantor/Grantee
NOTICE	Grantor/Grantee
NOTICE OF COMMENCEMENT	Grantor/Grantee
PARTIAL RELEASE	Grantor/Grantee
POWER OF ATTORNEY	Grantor/Grantee
RELEASE	Grantor/Grantee
RESTRICTIONS	Grantor/Grantee
SATISFACTIONS	Grantor/Grantee
TERMINATION	Grantor/Grantee