



## **Document Bulletin for Pender County, NC**

---

Pender County, NC is now electronically recording many additional 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:**

- County will be e-recording 8:00 AM to 4:30 PM EST.
- 3 inch top margin, ½ inch side and bottom margin
- Letter and Legal sized documents accepted.
- 200 DPI on all Images.
- An additional fee of \$ 25 is charged for non-conforming documents. Also a fee of \$25 is charged for additional document references.
- 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.

<b>Document Type</b>	<b>Required Fields</b>
ADMINISTRATIVE CORRECTION	Grantor/Grantee *Consideration
AFFIDAVIT	
AGREEMENT	
AMENDMENT	
APPOINTMENT	
ARTICLE OF CONSOLIDATION	
ARTICLE OF REINSTATEMENT	
ARTICLES OF AMENDMENT	
ARTICLES OF INCORPORATION	
ARTICLES OF MERGER	
ARTICLES OF ORGANIZATION	
ASSIGNMENT	
ASSUMED BUSINESS NAME	
BILL OF SALE *	
BLANK PAGE	
BOND	
CANCEL	
CEMETERY	
CERTIFICATE	
CERTIFICATE OF MERGER	
CHANGE OF BUSINESS	
CHANGE OF REG OFFC & AGENT C/O/O	

COMMISSIONER DEED \*  
COMPLAINT  
CONSENT  
CONSTITUTION  
CONTRACT  
CORRECTIVE AFFIDAVIT  
DECLARATION  
DECLARATION OF ABANDONMENT &  
DISCLAIMER  
DECLARATION OF RESTRICTIONS  
DECLARATION OF WITHDRAWL  
DEED \*  
DEED OF CORRECTION \*  
DEED OF EASEMENT \*  
DEED OF RELEASE  
DEED OF SEPARATION \*  
DEED OF SUBORDINATION \*  
DEED OF TRUST  
DEED OF TRUST - MULTIPLE INSTRUMENTS  
DESIGNATION OF COMMISSIONERS  
DISCHARGE  
DISCLAIMER  
DISSOLUTION  
DIVISION OF LAND  
EASEMENT \*  
EXTENSION OF D/T  
FORECLOSURE  
GRANT  
HOMESTEAD  
JUDGEMENT  
LEASE  
LEASE AGREEMENT  
LETTER  
LIEN  
LIQUIDATION  
LIS/PENDENS  
MEMORANDUM  
MERGER  
MISCELLANEOUS  
MODIFICATION  
MODIFICATION AGREEMENT  
MORTGAGE  
MORTGAGE DEED \*  
MOTION  
NOTARY  
NOTE  
NOTICE  
NOTICE OF EXT OF D/T  
OPTION  
ORDER  
ORDINANCE  
PARTIAL RELEASE  
PERMIT  
PETITION  
PETITION & ORDER  
POWER OF ATTORNEY  
QUITCLAIM DEED \*  
REAFFIRMATION  
RECONVEYANCE  
REINSTATEMENT  
RELEASE  
RELEASE DEED  
RENUNCIATION  
REPORT OF COMMISSIONERS  
REQUEST FOR NOTICE

RESCISSION  
RESIGNATION OF TRUSTEE  
RESOLUTION  
RESTRICTIVE COVENANTS  
REVOCAION  
REVOCAION OF POWER OF ATTORNEY  
RIDER  
RIGHT OF FIRST REFUSAL  
RIGHT OF WAY  
RULES  
SATISFACTION  
SEE INSTRUMENT  
SEPARATION AGREEMENT  
SEVERANCE AGREEMENT  
SHERIFF DEED \*  
STATEMENT  
SUBORDINATION AGREEMENT  
SUBORDINATION OF  
SUBORDINATION OF LIEN  
SUBORDINATION OF MORTGAGE  
SUBSTITUTION OF LIEN  
SUBSTITUTION OF TRUSTEE  
SUPPLEMENTAL INDENTURE  
SUPPLEMENTAL MORTGAGE  
SUPPLEMENTAL ORDER  
SUSPENSION  
TAX DEED \*  
TERMINATION OF FUTURE ADV  
TIMBER DEED \*  
TIMBER RELEASE  
TRANSFER  
TRUST  
TRUST AGREEMENT  
TRUST INDENTURE  
TRUSTEES CERTIFICATION  
TRUSTEES DEED \*  
UCC REJECTION ELECTRONICALLY FILED  
UCC TERMINATION ELECTRONICALLY FILED  
WAIVER  
WILL  
WITHDRAWAL OF ASSUMED NAME