

Document Bulletin for Surry County, NC

Surry 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, ½ inch side and bottom margin
- Letter and Legal sized documents accepted.
- 300 DPI on all Images.
- County will be processing e-recording 8:15-4:30 M-F
- 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
ABSTRACT ACCEPTANCE ACKNOWLEDGEMENT AFFIDAVIT AGREEMENT* AMENDMENT ANNEXATION APPOINTMENT ARTICLES ARTICLES OF CORPORATION ASSIGNMENT ASSUMED NAME AUTHORIZATION BANKRUPTCY BILL OF SALE CANCELLATION CEMETERY DEED* CERTIFICATE COMMISSIONERS DEED* CONFIRMATION CONSENT CONTINUATION CONTRACT CONVEYANCE*	<p>Indexing for all Document Types: Grantor/Grantee, Requesting Party/Address</p> <p>Additional Indexing for Deeds: *Consideration Amount</p>

CORPORATE CHARTER
CORPORATION
CORRECTED DEED*
CORRECTED INSTRUMENT
CORRECTION TO INDEX
COURT ORDER
COVENANT*
DECLARATION
DEDICATION
DEED*
DEED OF SEPARATION*
DEED OF SUBORDINATION*
DEED OF TRUST*
DISSOLUTION
EASEMENT*
EXTENSION *
EXTENSION AGREEMENT*
FINANCING STATEMENT
FIXTURE FILING
FORECLOSURE
INDENTURE
JUDGMENT
LEASE
LETTER
LIEN
LIMITED PARTNERSHIP
LIS PENDENS
MEMORANDUM
MEMORANDUM OF SEPARA
MERGER
MODIFICATION
MODIFICATION AGREEMENT
MORTGAGE
MORTGAGE DEED *
NOT - INIT APPOINTMENT
NOT - NAME CHANGE
NOT - RE APPOINTMENT
NOT - REVOCATION
NOTICE
OATH
OFFER
OPTION
ORDER
ORDINANCE
PARTIAL RELEASE
PARTNERSHIP
PERMIT
POWER OF ATTORNEY
QUIT CLAIM DEED *
RECONVEYANCE
RE RECORD OTHER
REGISTERED AGENT
REGISTERED OWNER
REINSTATEMENT
RELEASE
RELEASE DEED
RELINQUISHMENT
RENUNCIATION
REPORT
REQUEST
RESCISSION
RESIGN OF TRUSTEE
RESIGNATION
RESIGNATION - NO FEE
RESOLUTION
RESTRICTED COVENANTS
RESUBDIVISION
REV OF POWER OF ATTY
RIGHT OF WAY

SEE INSTRUMENT SEPARATION AGREEMENT SHERIFF DEED* STATEMENT STRAY SUB OF COLLATERAL SUBDIVISION SUBORDINATION SUBORDINATION AGMT SUBSTITUTION OF TRUS SUPPLEMENT INDENTURE SUSPENSION TERMINATION TERMINATION BKC TIMBER DEED * TRUST * TRUSTEES DEED * UCC - ELECTRONICALLY FILED UNDERGROUND UTILITIE VARIANCE WAIVER WILL WITHDRAWAL OF ASSUME	
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