



Document Bulletin for Chatham County, NC

Chatham 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 4:00 PM EST.
- 3 inch top margin, ½ inch side and bottom margin
- Letter and Legal sized documents accepted.
- 300 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.

Document Type	Required Fields
Administrative Notice	Grantor/Grantee *Excise Tax Amount (\$0.00 is acceptable for N/A circumstances. Do not enter consideration) Requesting Company, Name and Address
Affidavit	
Agreement	
Amendment	
Annexation	
Appointment	
Articles of Incorporation	
Articles of Organization	
Assignment	
Assumed Names	
Cancellation Assignment	
Certificate	
Collateral	
Commissioner	
Commissioners Deed*	
Condominium (Plats or Plans)	
Contract	
Correction Deed*	
Correction Deed of Trust*	
Covenant	

Custodian
Declaration
Dedication
Deed*
Deed of Trust*
Deed of Trust and Assignment*
Discharge
Dissolution
Easement
Executors Deed*
Funeral Arrangement
Grant
HIPPA AUTHORIZATION
Indenture
Judgment
Lease
Lien
MASTER FORM*
Memo
Merger
Modification
Mortgage
Mortgage Agreement
Notice
Notice of Foreclosure
Notification
Oath
Option
Order
Ordinance
Partial Release
Permit
Power of Attorney
Power of Attorney & Revocation
Quit Claim Easement*
Quitclaim Deed*
Reconveyance
Reinstatement
Release
Renunciation
Report
Request for Notice
Resignation
Resignation Trustee
Resolution
Restricted Covenants
Restrictions
Revocation
Right of First Refusal
Right of Way
Satisfaction/ Cancellation
Separation Agreement
Sheriff Deed*
Statement
Subordination
Subordination Modification
Substitute TR Deed*
Substitution Trustee
Supplemental Declaration
Supplemental Deed of Trust*
Supplemental Indenture
Termination
Timber Agreement
Timber Deed*
Trustee Deed*

Underground Utilities Uniform Commercial Code Utility/Utilities Variance Waiver Withdrawal	
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