

Document Bulletin for Rowan County, NC

Rowan 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 for first page, ½ inch side and bottom margin and top of subsequent pages.
- Letter and Legal sized documents accepted.
- 300 DPI on all Images.
- County will be e-recording 8:00 AM to 4:30 PM EST.
- Submitter MOU's are NOT required. However, submitters must request an ID from the county and provide it to CSC for authorization. See CSC quickstart website for instructions:
<http://erecording.com/Submitter/quickstart.aspx>
- An additional fee of \$ 25 is charged for non-conforming documents. Also a fee of \$25 is charged for additional document references.
- County is not accepting Deeds electronically via CSC at this time.
- 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
AFFIDAVIT AGREEMENT ASSIGNMENT ASSUMED NAME CONDOMINIUM DECLARATION CONSENT JUDGEMENT CONTRACT CORPORATION COURT ORDER DECLARATION DEED OF TRUST FINANCING STATEMENT/UCC FORCLOSURE WITH PROBATE FORECLOSURE NO PROBATE JUDGEMENT LEASE MEMORANDUM MERGER MODIFICATION MORTGAGE	All document types require: Requesting Party Grantor/Grantee

<p>MULTIPLE DOCUMENTS NOTICE OPTION ORDER POWER OF ATTORNEY RELEASE (NO GREEN STAMP) RENUNCIATION REQUEST FOR NOTICE RE-RECORD DEED OF TRUST RE-RECORD OTHER DOCUMENT RESIGNATION RESTRICTIONS/COVENANTS REVOCAION POWER OF ATTORNEY RIGHT OF WAY/EASEMENT SATISFACTION/CERT OF SATISFACTION SEPARATION AGREEMENT SUBORDINATION SUBSTITUTION OF TRUSTEE TIMBER CONTRACT WITHDRAWAL OF ASSUMED NAME</p>	
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