



## Document Bulletin for Polk County, NC

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Polk 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, 1/2 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.
- Deeds and Deed of Trust documents must have the Prepared By Party on the image for acceptance.
- The County requires a signed submitter agreement for electronic recording.
- NOTE: DEEDS are not currently accepted electronically
- 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 and Attachment
ACKNOWLEDGEMENT AFFADIVIT AGREEMENT AMENDMENT APPOINTMENT ARTICLES ASSIGNMENT ASSUMED NAME CANCELLATION CERTIFICATE CONSENT CONTINUATION CONTRACT DECLARATION DEED OF TRUST DISSOLUTION EASEMENT FORECLOSURE JUDGMENT LEASE LIMITED PARTNERSHIP MEMORANDUM MERGER MISC LAND RECORD MODIFICATION AGREEMENT MORTGAGE DEED NON-ACKNOWLEDGEMENT NOTICE	<b>Indexing for all document types:</b> Requesting Party/Address

NOTICE OF SATISFACTION PARTIAL RELEASE PARTNERSHIP PERMIT POWER OF ATTORNEY RELEASE REQUEST FOR NOTICE RESIGNATION RESTRICTIONS REVOKE POWER OF ATTORNEY SEPERATION AGREEMENT SUBDIVISION SUBORDINATION AGREEMENT SUBSTITUTION TRUSTEE TERMINATION UCC WAVIER	
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