



## Document Bulletin for Scott, KS

Scott, KS 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" top margin required on first page. All other margins to be minimum 1" on all pages
- Minimum 10 point font required
- Only Letter-sized documents accepted
- 300 DPI accepted for documents.
- Recording hours are M-F, 8:00 AM to 4:00 PM (Cut-off time, documents can be submitted any time)

| Document Type  | Required Indexing and Attachment  |
|--|---|
| Affidavit<br>Assignment<br>Commercial Assignment Of Mortgage<br>Commercial Partial Release Of Mortgage<br>Commercial Release Of Mortgage<br>*Deed<br>Deed of Trust<br>Lease<br>Miscellaneous Assignment<br>Miscellaneous Release<br>Modification<br>Mortgage<br>MortgageFamilyResidence75KOrLess<br>Other<br>Partial Reconveyance<br>Reconveyance<br>Release<br>Release Of Assignment Of Leases And Rents<br>Satisfaction<br>Subordination<br>Substitution | Deed Consideration<br>*SVQ attachment(optional) on applicable documents (i.e. Land Contracts/Deeds/Easements) |