



Document Bulletin for Putnam County, WV

Putnam County, WV 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:

- 2" margin at the top of first page with 1" side margin and bottom margins and top of subsequent pages.
- Letter sized documents accepted
- 300 DPI
- eRecording hours: Mon- Friday; 8:00am to 4:00pm

Document Type	Required Indexing and Attachment
AMENDMENT TO ARTICLES OF INCORPORATION ASSIGNED FINANCING STATEMENT ASSIGNMENT ASSUMED NAME BIRTH RECORDING CERTIFICATE OF INCORPORATION CERTIFICATE OF LIMITED LIABILITY CERTIFICATE OF TRUE NAME CHURCH TRUSTEE CONTINUE FINANCING STATEMENT CONTRACT COURT ORDER DEATH RECORDING **DEED **DEED W-O HOUSING FUND DISCHARGE FEDERAL TAX LIEN FEDERAL TAX RELEASE FINANCING STATEMENT FIXTURE FILING JUDGMENT LEASES LIS PENDENS LOAN ASSUMPTION AGREEMENT LOAN MODIFICATION AGREEMENT MECHANIC LIEN MISCELLANEOUS INSTRUMENTS OIL & GAS LEASES OUT OF COUNTY APPRAISEMENT OUT OF COUNTY WILL PARTIAL RELEASE PLAT POWER OF ATTORNEY RELEASE RESIGNATION OF TRUSTEE R-W EASEMENT R-W EASEMENT W-O HOUSING FUND STATE TAX LIEN STATE TAX RELEASE SUBORDINATION AGREEMENT SUBSTITUTE OF TRUSTEE	Indexing for all document types: Requesting Party/Address, Grantor/Grantee **Consideration

TERMINATION OF FINANCING STATEMENTS TRUE NAME **TRUST DEED TRUSTEE REPORT OF SALE XEXECUTION XXXMAP W-OUT DEED	
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