

STANDARD REJECTION FORM

GENERAL DOCUMENT REQUIREMENTS

Need correct fee of \$ _____
Recording fees are \$23.00 for the 1st page and \$3.00 for each page thereafter
(RSMo 59.320, 59.310, 59.319, 59.800, 50.1190)
Document does not meet document formatting requirements as listed below.
Name(s) not typed or printed under signature(s) (RSMo 59.310)
Print must be at least 8 point type and legible to be reproduced from record. (RSMo 59.310)
Lacks address of Grantee (RSMo 59.330)
Lacks address of Mortgagee or Assignee (RSMo 443.035.3)
Lacks legal description (RSMo 59.330)
Needs corporate seal (RSMo 442.210.2)

NOTARY REQUIREMENTS

lacks signature (RSMo 486.275)
incomplete or insufficient notary clause (RSMo 486.330)
Lacks proper notary seal (RSMo 486.285)
Expiration date omitted (RSMo 486.280)

DOCUMENT FORMATTING REQUIREMENTS — EFFECTIVE JANUARY 1, 2002 (RSMo 59.370)

SIZE AND INK

Document not submitted on 8 1/2 x 11 paper
Document not submitted on white, light-colored 20# paper without watermarks
Document not printed on only one side
Document may not be presented as a continuous form or permanently bound
Signatures must be in black or dark ink

ATTACHMENTS

Attachments may not be stapled or taped to page(s) of the document other than as required by law

MARGINS

Document does not contain a top 3" vertical space on the first page for recorders certification.
Unauthorized printing or information within the 3" recorders certification
Remaining margins on 1st and subsequent pages are less than 3/4"

FIRST PAGE DESIGNATIONS BELOW THE 3" MARGIN

One or more of the following are omitted from the first page of the document or lack a page reference within the document where the information is set out
Title of the document
Date of the document
Grantor's name(s)
Grantee's named(s)
Statutory address(es)
Legal description
Reference book and page(s)

RELEASE DEEDS

Must present original identified note to release deeds of trust recorded prior to Jan. 1, 1986
(RSMo 443.060)

OTHER