SPOKANE COUNTY

SPOKANE COUNTY COURT HOUSE

3" TOP MARGIN

INSERT DOCUMENT TITLE

The top margin of the 1st page of the document must be at least 3" with nothing in the top margin except the return address. The side and bottom margins must be at least 1". Any subsequent page margins must be at least 1" on top, bottom and sides. The only images allowed into the margins would be signatures or Notary Seals.

The first page of the document must contain the names of all grantees and grantors, unless there are more names than can fit on the first page. In this case put the names of the first grantor and grantee and then include "see additional information on page _____."

If the document requires a legal description and parcel number, make sure it is inserted on the first page. If the legal description is longer than the space allocated, then an abbreviated legal can be typed along with the parcel number. The full legal would be attached as an exhibit by reflecting, "See full legal on exhibit or page _____."

Some documents such as Resignation and Appointment of Successor Trustee and Full Reconveyance do not require legal and parcel numbers. The only numbers required are the original recording number of the Deed of Trust and Book & Page number (if applicable).

Make sure that all information is either typewritten or printed in a color of ink capable of producing an image that is clear and can be archived. The best color is **Black**. Paper must be of a weight and color to produce a clear image. No taped or stapled attachments are allowed. The Notary Seals must also be clear and produce a complete image. All type within the document must be in an 8 point font or larger. The examples below:

This is an 8 point Arial. IT IS A GOOD CLEAR TYPE STYLE AND REPRODUCES WELL 12345678910

When a font such as Time New Roman is used, it has a tendency to bleed together and if copied before recording will tend to provide an unsatisfactory image. IT IS NOT THE BEST FONT TO USE. 12345678910

The best style to use of any would be the ARIAL.

The judgment call is WILL IT REPRODUCE WELL for a clear recording image.

1" BOTTOM MARGIN