



King County

Records and Licensing Services Division

Recorder's Office

King Street Center

201 S Jackson St, Suite 204

Seattle, WA 98104

206-296-6620

August 6, 2024

TO: All persons involved with submitting or accepting documents for recording

FROM: King County Recorder's Office

RE: **Is your document formatted correctly?**

Washington State Legislation determines the formatting standards for all documents submitted to the Recorder's Office for recording. As such, all documents must be prepared in accordance with these standards.

While the Recorder's Office is unable to assist in the preparation, determining the legal correctness, or function of the content of these documents, we can provide you with some formatting tips.

Please keep the following in mind when submitting a document for recording:

[RCW 65.04.015](#) "**Legibility Requirements**" *all text, seals, drawings, signatures, or other content within the document must be legible and capable of producing a readable image, regardless of what process is used for recording.*"

[RCW 65.04.045](#) "**Page Layout Requirements**" In part, *"All text within the document must be of sufficient color and clarity to ensure that when the text is imaged all text is readable . . . and have all seals legible and capable of being imaged."*

[RCW 65.04.048](#) "**Not Meeting Formatting Requirements**" In part, *"Documents which do not meet legibility requirements must not be recorded as a nonstandard recording."*

Should you require assistance in preparing your documents, please consult a title company, real estate attorney or another professional.

Sincerely,

King County Recorder's Office