

HITCHCOCK COUNTY REGISTER OF DEEDS FEE SCHEDULE & POLICY

FILING FEES: First page of document - \$10.00
Second page and subsequent pages of document - \$6.00

The above fees pertain to ALL documents filed in the Register of Deeds' office with the exception of the following which are NO FEE: Federal & State Tax Lien Termination
UCC Termination
Relinquishment

DOCUMENTARY STAMP TAXES: Documentary Stamp Tax - \$2.25 per thousand dollars of actual purchase price on transactions which are not exempt under state statute.

- Real Estate Transfer Statement Form 521
www.revenue.nebraska.gov/PAD/forms/521_Real_Estate_Transfer_Statement.pdf
- Form 521 exemption list
www.revenue.nebraska.gov/tax/current/doc_exmpt.pdf

Register of Deeds **WILL NOT** accept a deed for recording unless items 1 through 25 are properly completed and a Real Estate Transfer Statement, Form 521 is signed. Please follow the "Instructions" on back of Form 521.

DOCUMENT SPACE REQUIREMENTS:

- Instruments shall contain a blank space at the top of the first page which is at least 3" by 8 ½".
- Instruments presented for recording shall have on the first page BELOW the 3 inch margin, a return address and the title of the document.

MARGIN REQUIREMENTS:

- 1" on both vertical sides and 1" on the bottom. This applies throughout the document.

INSTRUMENT REQUIREMENTS:

- At least 8 ½" x 11" and no larger than 8 ½" x 14"
- Shall be printed, typewritten or computer generated in BLACK ink
- Must be white paper, of not less than 20 lb. weight
- Must be legible
- All signatures on an instrument shall be in black or dark blue ink
- Names of each party shall be typed, printed or stamped beneath the original signature
- Stamps shall not cover or interfere with any part of the instrument
- Font size shall be at least 8 point

EXCEPTIONS TO THE RULE:

- Instruments signed before August 27, 2011
- Instruments executed outside of the United States
- Certified copies from governmental agencies (ex. death certificates)
- Instruments signed by an incapacitated or deceased person at the time of recording
- Instruments formatted to meet court requirements
- State & federal Tax Liens
- UCC Instruments
- Plats, Surveys, etc.

COPIES AND FAXES:

- Copies of documents are 25 cents per page
- Mailed copies are 25 cents per page plus postage
- Emailed or faxed copies of documents are \$1.00 per page
- Certified copies of documents are \$1.50 per page

**RESEARCH OF PROPERTY OR ABSTRACTING IS NOT PERFORMED BY THE
HITCHCOCK COUNTY CLERK'S OFFICE**

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Email: clerk@hitchcock.nacone.org*