

Fayette County Clerk



BRENDA FIETSAM
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Specifications for the Filing or for the Recording of Legal Documents In Fayette County, Texas

Per Local Gov't. Code Sect. 191.007, the following must be met and/or understood:

- **The document must have a title at the top**
- **A page is considered to be one side of a sheet**
- **A page can be no wider than 8.5 inches and no longer than 14 inches**
- **A page must be of sufficient weight and substance as to not allow smearing or bleeding through of the printed contents**
- **Be printed in a type not smaller than 8-point type and be suitable otherwise for reproducing from it a readable record, this also applies to riders and attachments**
- **Name must be typed or printed immediately under each signature**

If these specifications cannot be met, per your request, we will accept these documents, but cannot guarantee that these papers will be legible when reproduced from our system. Along with our acceptance of these documents, the fee will be twice the regular filing fee or recording fee for each page that does not comply with one or more of the above specifications.

Also be cognizant of the following from the Texas Property Code in order for it to be recorded in our office:

- An instrument conveying real property (deed) must have the mailing address of each grantee (11.003)
- Instrument regarding real or personal property must be acknowledged or sworn to with a proper jurat (12.001)
- Document concerning real or personal property must have original signature(s) (12.0011)
- Recordation of paper or tangible copy of Electronic Record must be declared to be a true and correct copy by an attached declaration, with original signature (12.0013)

Our office requires a 3" space on the bottom of the last page of your document to ensure room for our file stamp.

If mailing documents, we request that you provide a self-addressed, stamped envelope.

Any questions can be directed to our office.

Brenda Fietsam
Fayette County Clerk

3/29/2022