

# Fayette County Clerk

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**BRENDA FIETSAM**  
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## Specifications for the Filing or for the Recording of Legal Documents

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 cannot be 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**
- **Name must be typed or printed immediately under each signature**
- **Riders and attachments must comply with the size requirements, including the 8-point type**

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 Property Code in order for it to be recorded:

- 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)

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

3/5/2020