

FREQUENTLY ASKED QUESTIONS ABOUT RECORDING AND INDEXING REQUIREMENTS

- The additional \$0.50 fee per name (after the fourth name) applies on all documents.
- A husband and a wife are indexed and counted as 2 entries when recording. If there are two separate acknowledgements for them than that would be counted as two acknowledgements.
- A hyphenated last name will be indexed both ways but only counted as one when recording.
- On individuals, when recording the following will be counted: Formerly Known As (FKA), Also Known As (AKA), Now Known As (NKA) and Trustees.
- On corporations when recording the following will be counted: Doing Business As (DBA), Also Known As (AKA), Trustee and Trust. Formerly Known As (FKA) and Successor By Merger (SBM) are not counted.
- The Attorney in Fact on documents are indexed and counted on documents when recording.
- Mortgage Electronic Recording Services (MERS) as Nominee is counted as two separate entries if the Nominee is stated at the signature line and in the acknowledgement.
- On a Satisfaction we count the names of the Mortgagor/Mortgagors and the Mortgagee/Mortgagees on the existing document.
- On a Power of Attorney, we will count and index the signing party and the appointing party. If the signing party is appointing officers within a corporation, the individual names will be indexed along with the corporation being appointed and will be counted.
- On an Assignment of Mortgage, we count the Mortgagor/Mortgagors and the new Assignee.
- When counting names on a document you should count all names. Additional fees will apply after the fourth name. Grantor and Grantee and/or Mortgagor and Mortgagee are counted together and then any additional names after four are charged the extra fee.