
ENGROSSED SUBSTITUTE HOUSE BILL 2297

State of Washington

55th Legislature

1998 Regular Session

By House Committee on Government Administration (originally sponsored by Representatives Sehlin and Hankins)

Read first time 01/20/98. Referred to Committee on .

1 AN ACT Relating to recording documents; and amending RCW 65.04.045,
2 65.04.047, and 65.04.015.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 **Sec. 1.** RCW 65.04.045 and 1996 c 143 s 2 are each amended to read
5 as follows:

6 (1) When any instrument is presented to a county auditor or
7 recording officer for recording, the first page of the instrument shall
8 contain:

9 (a) A top margin of at least three inches and a one-inch margin on
10 the bottom and sides, except that an instrument may be recorded if a
11 minor portion of a notary seal, incidental writing, or minor portion of
12 a signature extends beyond the margins;

13 (b) The top left-hand side of the page shall contain the name and
14 address to whom the instrument will be returned;

15 (c) The title or titles, or type or types, of the instrument to be
16 recorded indicating the kind or kinds of documents or transactions
17 contained therein. The auditor or recording officer shall only be
18 required to index the title or titles captioned on the document;

1 (d) Reference numbers of documents assigned or released with
2 reference to the document page number where additional references can
3 be found, if applicable;

4 (e) The names of the grantor(s) and grantee(s), as defined under
5 RCW 65.04.015, with reference to the document page number where
6 additional names are located, if applicable;

7 (f) An abbreviated legal description of the property, including
8 lot, block, plat, or section, township, and range, and reference to the
9 document page number where the full legal description is included, if
10 applicable;

11 (g) The assessor's property tax parcel or account number.

12 (2) All pages of the document shall be on sheets of paper of a
13 weight and color capable of producing a legible image that are not
14 larger than fourteen inches long and eight and one-half inches wide
15 with text printed or written in eight point type or larger. Further,
16 all instruments presented for recording must have a one-inch margin on
17 the top, bottom, and sides for all pages except page one, be prepared
18 in ink color capable of being imaged, and have all seals legible and
19 capable of being imaged, and no attachments may be affixed to the
20 pages.

21 The information provided on the instrument must be in substantially
22 the following form:

23 This Space Provided for Recorder's Use

24 When Recorded Return to:

25

26 Document Title(s)

27 Grantor(s)

28 Grantee(s)

29 Legal Description

30 Assessor's Property Tax Parcel or Account Number

1 Reference Numbers of Documents Assigned or Released

2 **Sec. 2.** RCW 65.04.047 and 1996 c 143 s 3 are each amended to read
3 as follows:

4 If an instrument presented for recording does not contain the
5 information required by RCW 65.04.045(1) (~~((a) through (e))~~), the
6 person preparing the instrument for recording shall prepare a cover
7 sheet that contains the required information. The cover sheet shall be
8 attached to the instrument and shall be recorded as a part of the
9 instrument. An additional page fee as determined under RCW 36.18.010
10 shall be collected for recording of the cover sheet. Any errors in the
11 cover sheet shall not affect the transactions contained in the
12 instrument itself. The cover sheet need not be separately signed or
13 acknowledged. The cover sheet information shall be used to generate
14 the auditor's grantor/grantee index, however, the names and legal
15 description in the instrument itself will determine the legal chain of
16 title. The cover sheet shall be substantially the following form:

17 WASHINGTON STATE COUNTY AUDITOR/RECORDER'S
18 INDEXING FORM

19 Return Address

20 Please print or type information

21 **Document Title(s)** (or transactions contained therein):

- 22 1.
23 2.
24 3.
25 4.

26 **Grantor(s)** (Last name first, then first name and initials)

- 27 1.
28 2.
29 3.
30 4.
31 5. Additional names on page ___ of document.

32 **Grantee(s)** (Last name first, then first name and initials)

- 1 1.
- 2 2.
- 3 3.
- 4 4.

5 5. Additional names on page ___ of document.

6 **Legal Description** (abbreviated: i.e., lot, block, plat or section,
7 township, range)

8 Additional legal description is on page ___ of document.

9 **Assessor's Property Tax Parcel or Account Number:**

10 **Reference Number(s) of Documents assigned or released:**

11 Additional references on page ___ of document.

12 The Auditor or Recording Officer will rely on the information provided
13 on this form. The staff will not read the document to verify the
14 accuracy of or the completeness of the indexing information provided
15 herein.

16 **Sec. 3.** RCW 65.04.015 and 1996 c 229 s 1 are each amended to read
17 as follows:

18 The definitions set forth in this section apply throughout this
19 chapter unless the context clearly requires otherwise.

20 (1) "Recording officer" means the county auditor, or in charter
21 counties the county official charged with the responsibility for
22 recording instruments in the county records.

23 (2) "File," "filed," or "filing" means the act of delivering or
24 transmitting electronically an instrument to the auditor or recording
25 officer for recording into the official public records.

26 (3) "Record," "recorded," or "recording" means the process, such as
27 electronic, mechanical, optical, magnetic, or microfilm storage used by
28 the auditor or recording officer after filing to incorporate the
29 instrument into the public records.

30 (4) "Record location number" means a unique number that identifies
31 the storage location (book or volume and page, reel and frame,
32 instrument number, auditor or recording officer file number, receiving

1 number, electronic retrieval code, or other specific place) of each
2 instrument in the public records accessible in the same recording
3 office where the instrument containing the reference to the location is
4 found.

5 (5) "Grantor/grantee" for recording purposes means the names of the
6 parties involved in the transaction used to create the recording index.
7 There will always be at least one grantor and one grantee for any
8 document. In some cases, the grantor and the grantee will be the same
9 individual(s), or one of the parties may be the public.

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