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**SUBSTITUTE HOUSE BILL 2297**

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**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 and 65.04.047.

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;

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

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

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

1 (e) If applicable, the names of the grantor(s) and grantee(s)  
2 ((with)), including any reference to the document page number where  
3 additional names are ((if applicable)) included;

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

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

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

18 The information provided on the instrument must be in substantially  
19 the following form:

20 This Space Provided for Recorder's Use

21 When Recorded Return to:

22 . . . . .

23 Document Title(s)

24 Grantor(s)

25 Grantee(s)

26 Legal Description

27 Assessor's Property Tax Parcel or Account Number

28 Reference Numbers of Documents Assigned or Released

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

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

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

18 Return Address

19 Please print or type information

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

- 21 1.
- 22 2.
- 23 3.
- 24 4.

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

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

32 If applicable, **Grantee(s)** (Last name first, then first name and  
33 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.

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