

**Rockwall County
Real Estate Recording Questionnaire**

January 2006

1. The top part of this questionnaire is in a format similar to *The Real Estate Recording Guide* page for your office. Please check each line item for accuracy, fill in any blanks, and list any changes or missing information to the right. On the bottom of the page are other procedural questions, the answers to which help enhance our presentation of your information to subscribers to *The Guide*.
2. If your fee schedule has changed, please include a copy of it with the corrected questionnaire. The last recorded response from your office was to the 10/05 Questionnaire—Thank you.

PHONE: 972-882-0220 (CST) FAX: 972-882-0229 WEB: www.texaslandrecords.com/rockwall

U S Postal Service Delivery

Attn: Real Estate Recording
Rockwall County Clerk
1101 Ridge Rd., S-101
Rockwall, TX 75087

Courier Delivery

Attn: Real Estate Recording
Rockwall County Clerk
1101 Ridge Rd., S-101
Rockwall, TX 75087

MAKE CHECKS PAYABLE TO: Rockwall County Clerk (Cashier's check/money order requirement: Not required.)

BASIC RECORDING FEES:

Deed/Deed of Trust/Mortgage \$16.00 for the first page
Amendment/Modification \$16.00 for the first page
Subordination \$16.00 for the first page (No fee for 2nd reference)
How many cross references (book/page, etc.), if any, are the minimum required in a subordination agreement? -One -Two
Assignment \$16.00 for the first page
Satisfaction/Release/Reconveyance \$16.00 for the first page

ADDITIONAL RECORDING FEES (Add all fees that can apply):

Additional pages and attachments \$4.00 per additional page
Indexing fee \$0.50 per name after the first five
Non-standard document See note 1
No caption or title See note 2
Name not typed or printed below signature See note 2
Grantee current mailing address missing See note 3
Pages larger than 8 1/2" by 14" Not Accepted

RECORDING FEE NOTE 1: Fee applies any page if paper grade is inadequate, or is otherwise unsuitable for reproduction. Add a fee of \$3.00 if the first page is non-standard and of \$2.00 for each attached page that is non-standard.

RECORDING FEE NOTE 2: Add \$3.00 if the heading does not clearly identify the type of instrument. If name is not typed or printed under signature, add \$3.00 if missing on the first page and \$2.00 for each other page on which it is missing.

RECORDING FEE NOTE 3: For any instrument conveying an interest in real property that does not contain the mailing address of each grantee, the total fee is the greater of \$25.00 or twice the total statutory fee otherwise computed.

Please Note: Basic fee includes \$2.00 for back of last page for stamps.

TRANSFER/FINANCING FEES/TAXES: No taxes imposed on conveyances or on financing.

REAL ESTATE SEARCHES, COPIES AND CERTIFICATION: This office does not perform any searches of real estate records.

Fee for copies (made by office and mailed) \$1.00 per page
Certification fee (in addition to applicable copy fees) \$5.00 per document

ON-LINE SEARCHING: No on-line or dial-in searching of real property records at this time.

DOCUMENT/RECORDING NOTES/QUESTIONS:

Document referencing system: [Date plus] Volume & Page.

Blanket assignments are not accepted. Blanket releases are not accepted.

Originals of real estate documents are always returned after recording. Average time to return documents after recording: 15 days

References on Subsequent Related Documents: In subsequent related documents, include references to all prior related documents.

For example, an assignment of a previously assigned mortgage/deed of trust should include references to both the original mortgage/deed of trust and the prior assignment. Is this correct? () Yes () No

SASE: A self addressed stamped return envelope of the proper size is appreciated.

Quantity of real estate documents your office recorded during: (2005— 25,010) (2004— 23,644) (2003— 26,296)

Do these numbers include: Real estate documents only (no UCCs), or All recordings, or (explain)

Collection history for doc. recording fees only (no taxes): In 2005— 375,862; \$2004— \$ 342,451.00; in 2003— \$ 389,904.00
Percentage of documents returned to the submitter for correction, or due to wrong fee: **20%**

LEGAL DESCRIPTION: Legal description required with all real estate instruments to be recorded.

PARCEL IDENTIFICATION NUMBERS: Are parcel identification numbers required on documents? **No**

CONFORMED COPIES: (defined as a document copy submitted with the original for unofficial confirmation of receipt)

Do you provide conformed copies? **Yes** Note: No additional fee.

By: _____ Title: _____ Date: _____
Please complete and return in the enclosed prepaid envelope, or FAX toll-free to 800-822-0703. Thank you. (0)