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An exempt status certificate must accompany all deeds transferring interest into an Irrevocable Trust (trustee). This form is available from the Register of Deeds office and is retained in a file for the NE Department of Revenue's inspection.

**TAX DIRECTIVE:**

- 81-6 All deeds or notices of interest by contract must be accompanied by a completed 521 real estate transfer statement, revised for use as of 1/1/09. Items 3-25 **must** be completed. Documentary stamp tax fees are required at the time of filing any deed unless proven to be exempt.
- NE RSS 23-1514 Any instrument releasing, assigning, or amending a previous recording must contain the book & page or instrument number of the document **and a full legal description of the realty affected. This does not include UCC's filed in the Register of Deeds office.**
- NE RSS 23-1503.1 Each document presented for recording must contain a blank space at least 2 ½" x 6 ½" in size at the **TOP** of the first page for recoding information. If this space is not provided, the Register of Deeds will use the backside or add an additional page to the document and charge the per page fee.
- NE RSS 23-1514 Documents presented for recordation must contain or have an exhibit attached providing a **full legal description of the realty included.** Excepts must be described.
- NE RSS 1311 Signatures illegible: the name or names of each signer of a document presented for recording including any notary shall be typewritten or legibly printed beneath such signature.

**Computer generated signatures are not accepted.**

**Copies of deeds and mortgages are not accepted for recording unless as a certified copy.**