

## INSTRUCTIONS FOR CERTIFICATION OF TITLE

In accordance with Greene County Recorder's Office Regulations for recording

- Fill in the name of the subdivision being platted.
- List the names of the lienholders. If there are no liens on the property write "None" on the first line.
- Beside "Grantor's Name" list the owner's name exactly the way it appears on the deed to the property. Fill in the owner's mailing address.
- If the owner is a corporation, one corporate officer must sign. Print your name below your signature. Sign with black or dark ink. Affix your corporate seal or write "No Seal".
- If the owner is an individual, all the owners listed on the deed must sign. Print your name below your signature. Sign with black or dark ink.
- The Notary Public must witness each signature, sign the document, print his/her name below the signature and affix the notary seal.
- Don't put anything in the margins of the page, including seals. There must be a 3 inch clear margin on the top of the first page. All other margins must be a minimum of 3/4 inch. No white-out or fax information on any page is permitted by the Recorder's office.
- Fill in all blanks, including dates and addresses where required.
- Put the legal description of the property being platted on the second page. Either type the description on the page; attach a different page that maintains the above margins; or tape the description on the page and photocopy it before stapling the photocopy to the 1<sup>st</sup> page. The Recorder's Office will not accept tape on a document.