



PAT KEY

Tulsa County Clerk

Tulsa County Administration Bldg. • 500 South Denver
Tulsa, Oklahoma 74103-3832 • (918) 596-5801
FAX # (918) 596-5819

FEE SCHEDULE

Effective July 1, 2001 (OS28-32)

COUNTY CLERK - RECORDER OF DEEDS

Nancy Rothman
Chief Deputy

Linda Cates
2nd Deputy

- 1. Recording first page of deed, mortgage or another instrument.....\$ 13.00
 Additional pages of the same instrument, per page2.00
- 2. Recording a plat of a block or less.....15.00
- 3. Recording a plat of more than a block.....30.00
- 4. Furnishing photographic copy of record, per page1.00
- 5. Certifying a copy of record.....1.00
- 6. Assignment of Tax Sale Certificate to be paid by buyer.....5.00
- 7. Filing a material/mechanic’s lien.....15.00
 Filing additional pages, per page2.00
 Mailing notice of material/mechanic’s lien.....13.75
- 8. Filing physician liens, hospital lien, ambulance lien, personal lien.....15.00
 Filing additional pages, per page2.00
- 9. Recording a fictitious name certificate.....10.00
- 10. Recording execution and garnishment.....No fee
- 11. Non-conforming document.....30.00
 Filing additional pages, per page10.00
- 12. Copies of Plat (510S24A.5)
 11 x 17 (all pages inclusive)5.00
 24 x 36(price per page).....5.00
- 13. Notary Fee.....5.00

Guidelines for Preparing Documents to be Recorded by Your Tulsa County Clerk



PAT KEY
Tulsa County Clerk

Tulsa County Administration Building
500 South Denver • Tulsa, Oklahoma 74103-3832
918.596.5801 • www.tulsacounty.org

This brochure provides illustrated instructions to help ensure your vital legal documents meet legibility and formatting standards for recording of public records by your Tulsa County Clerk under Oklahoma laws (16 O.S. 1991 §28 and 19 O.S. 1991 §298.)

To inquire what date we are indexing, or to receive other assistance regarding services of your Tulsa County Clerk, please telephone us at 918.596.5801.

Help Us Ensure Your Documents Can Be Successfully Recorded!

State laws require public records accepted for filing in the office of the County Clerk to be clearly legible and reproducible, and to meet certain other basic requirements. By following the simple guidelines below, and by avoiding the mistakes illustrated on the facing page, you can be confident that your vital legal documents can be accepted by your Tulsa County Clerk.

1"

Page format is simple, but extremely important:

- Use pages no larger than 8.5" x 14".
- Leave at least a **1" blank top margin** where the County Clerk's office must attach a recording label!
- And at least a **1/2" blank margin** at the left, right, and bottom of the page.
- Leave 2" available space on face of document for County Clerk's Seal.

1/2"

PLEASE AVOID USING:

- ITALIC/BOLD TYPE
- UNDERLINED LEGAL DESCRIPTIONS
- COMPRESSED LETTERING
- NON-REPRODUCIBLE CONTENT (SEE FACING PAGE)

FOR CLARITY, ALWAYS USE:

- Original documents
- White paper
- Black ink
- 12-Point font (type) size as shown in this paragraph

Although the original(s) you bring to the County Clerk's office for recording may be legible, Oklahoma law requires that they also be reproducible using the Clerk's recording equipment. Documents with certain characteristics commonly result in illegible document images when microfilmed or electronically scanned and thus may not be acceptable as official public records.

Avoid These Trouble Spots, Which Often Result in Unacceptable Document Reproduction:

■ Shadows

- AVOID decorative shading behind typefaces
- AVOID text printed against shaded, colored, or screened backgrounds



Release of Mortgage



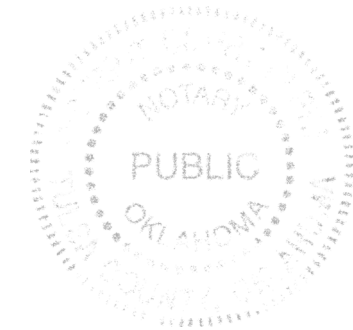
Do not use colored or screened backgrounds.

■ Faxed or other reproduced documents



...confers on Mortgagee or its attorney or agent the power to sell the Mortgaged Property and the interest of all persons in it in the manner of a Power of Sale Mortgage Foreclosure Act (Title 46 Okla. Stat. § 10-1-1 et seq.). Mortgagee, at its option, may accelerate payment of the Mortgage so that the Debt shall become immediately due and payable and may either exercise the Power of Sale or foreclose this Mortgage in the event of a default by Mortgagor as defined in the Agreement (a "Default"). Subject to the requirements of the Oklahoma Power of Sale Act and other applicable law, Mortgagee may accelerate payment after a Default without making any further demand for payment or notice. As often as any proceeding may be taken to foreclose this Mortgage or to exercise rights under the Power of Sale Mortgage, Mortgagor agrees to pay Mortgagee an attorney's fee of 15% of the amount due or the actual amount of the attorney's fee, whichever is greater.

■ Lightly imprinted notary seals



■ Colored ink signatures

- Have documents signed in black ink



■ Handwritten information

(Black ink signatures accepted)



RECORDER(1) CLERK (EAST) 2017-11-14
 IN ADDITION TO THE CITY OF TULSA TULSA COUNTY
 STATE OF OKLAHOMA, ACCORDING TO THE PLAT THEREOF
 IN 746-743-NORTH GARDNER TULSA OKLAHOMA

■ Small font (type) sizes



Times Roman 8 point font	Times Roman 10 point font	Impact 8 point font
Souvenir 8 point font	Souvenir 10 point font	compressed letters

Results after document has been reduced to 77% of original:

Times Roman 8 point font	Times Roman 10 point font	Impact 8 point font
Souvenir 8 point font	Souvenir 10 point font	compressed letters