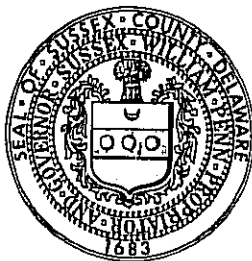


JOHN F. BRADY  
Recorder of Deeds



PAMELA FAUSNAUGHT  
Deputy Recorder of Deeds

**SUSSEX COUNTY  
RECORDER OF DEEDS**  
ADMINISTRATIVE BUILDING ON THE CIRCLE  
POST OFFICE BOX 827  
GEORGETOWN, DELAWARE 19947-0827  
302/855-7785

## NOTICE

**EFFECTIVE JANUARY 1, 2001, PLEASE NOTE THE FOLLOWING CHANGES FOR THE RECORDING OF DOCUMENTS; DOCUMENTS MUST COMPLY WITH THE FOLLOWING**

- (1.) LEGIBILITY: Legible and suitable for indexing/imaging
- (2.) SIZE: Up to paper size 8 ½" X 14"
- (3.) MARGINS: 2" top first page, 2" bottom last page & 1" margin top & sides of each page
- (4.) TYPE: At least 12 point; (15 characters & spaces per inch) black ink only  
No hand written information (dates and fill excepted)
- (5.) PAPER: White 20 lb.
- (6.) NUMBERING: All pages, including attachments, must be numbered sequentially
- (7.) PRINTING: At least 12 point; (15 characters & spaces per inch) printing on one side only
- (8.) PARCEL NUMBERS: Tax map and parcel number upper right corner
- (9.) RETURN ADDRESS: Typed on FIRST or LAST PAGE of each document
- (10.) PREPARERS NAME: On upper right corner under tax map numbers, within the 2" margin
- (11.) RETURN ENVELOPE SUGGESTED
- (12.) CHECKS MADE PAYABLE TO RECORDER OF DEEDS
- (13.) NO TAPE OR CORRECTION FLUID
- (14.) A \$30.00 NONCOMPLIANCE FEE WILL BE ASSESSED PER DOCUMENT

**NONE OF THESE REGULATIONS APPLY TO UCC FORMS, IRS FILINGS AND PLOTS**

**WILL NOT ACCEPT PHOTO COPIES OR FAX COPIES  
ALL SIGNATURES MUST BE ORIGINAL**