

## PIERCE COUNTY REGISTER OF DEEDS POLICY AND FEE SCHEDULE

Our office hours are 8:30 a.m. – 4:30 p.m. daily except weekends and designated holidays. All documents should be delivered by 4:00 p.m. to be recorded on the current day. Documents brought in after 4:00 p.m. will be put on record beginning at 8:30 a.m. the next working day.

### FILING FEES (Effective 1/1/2013)(Section 33-109)(LB 14):

The filing fees for the Register of Deeds' offices in the State of Nebraska are as follows:

1<sup>st</sup> Page of Document = \$10.00

2<sup>nd</sup> Page and Subsequent of Document = \$6.00

### UCC FILINGS WILL BE A FLAT FEE OF \$14 REGARDLESS OF NUMBER OF PAGES (effective 7/1/2021)

- The above fees pertain to ALL documents filed in the Register of Deeds' office with the exception of the following which are NO FEE: Federal & State Tax Lien Termination  
UCC Termination  
Relinquishment

### DOCUMENTARY STAMP TAXES (Effective 7/1/2005)(LB 40):

Documentary Stamp Tax = \$2.25 per thousand

- In August 2011 the NE Dept. of Revenue Property Division has provided a new version of Form 521. You may access the new Form 521 at <http://pat.ne.gov/> under "Forms."
- Item 25 has been added to the new Form 521, which the filer must complete. A list of exemptions is available from the Register of Deeds or at [www.revenue.ne.gov/PAD](http://www.revenue.ne.gov/PAD) under "Featured Information." Click on "Documentary Stamp Tax" then click on "Documentary Stamp Tax Exemptions Chart."
- Register of Deeds **WILL NOT** accept a deed for recording unless items 1 through 25 are properly completed and a Real Estate Transfer Statement, Form 521 is signed. Please follow the "Instructions" on back of Form 521 for specific instructions per item number.

### SPACE REQUIREMENTS (Effective 8/27/11)(Section 23-1503.01)(LB 254):

- 3" x 8 ½" on top of page 1
- Shall contain a Blank Space at the top of the First Page which is at least 3 inches
- "No attachment" or affirmation shall be used in any way to cover any information or printed material on the instrument. (ex. Nothing may be taped or attached to an instrument)
- Every Instrument presented for recording shall have on the first page **BELOW the 3 inch margin a return address and the Title of Document.**

### Margin Requirements:

- 1" on both vertical sides and 1" on the bottom. This applies throughout the document.

### Instrument Requirements:

- At least 8 ½" x 11" and no larger than 8 ½" x 14"
- Shall be printed, typewritten or computer generated in BLACK ink
- Must be WHITE paper, of not less than 20lb weight
- Must be legible
- All signatures on an instrument shall be in black or dark blue ink
- Names of each party shall be typed, printed or stamped beneath the original signature
- Stamps shall not cover or interfere with any part of the instrument
- Font size shall be at least 8 point

### Exceptions to the rule:

- Instruments signed before the effective date of the bill (August 27, 2011)
- Instruments executed outside of the United States
- Certified copies from governmental agencies (ex. death certificates)
- Instruments signed by an incapacitated or deceased person at the time of recording
- Instruments formatted to meet court requirements
- State & Federal Tax Liens
- UCC Instruments
- Plats, Surveys, etc.

### PHOTOCOPIES AND FAXES

Photocopies of documents are 25 cents per page when done by search inoffice

Faxed, Emailed or Mailed out copies of documents are \$1.00 per page

Certified Copies of documents are \$1.50 per page

**Research of Property or Abstracting is not done by the Pierce County Clerk or office personnel.**