

Filing Fees & Document Particulars as of 1.1.2020

Service	Description	Fees
AFFIDAVIT IN AID OF TITLE	This document is filed to clear up a problem in the chain of title. Document must have signature of the Affiant (KRS 382.135), signature notarized (KRS 382.130), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). This document must be filed in the County Clerk's office of the county where the property is located (or the greater part). KRS 382.110.	KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages
AFFIDAVIT IN SUPPORT OF TITLE	This document is filed to clear up a problem in the chain of title. Document must have signature of the Affiant (KRS 382.135), signature notarized (KRS 382.130), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). This document must be filed in the County Clerk's office of the county where the property is located (or the greater part). KRS 382.110.	KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages
AFFIDAVIT OF CONVERSION TO REAL ESTATE	This document is filed to execute a conversion of a manufactured home (mobile home) permanently to real estate. The Kentucky title must first be free of lien notations. Document must have signature of the owner(s), signature(s) notarized (KRS 382.130), and return mail address (KRS 382.335 & KRS 382.240). A preparation statement (KRS 382.335) is not required. The Deed Book and Page Number of the property where the manufactured home is to be permanently affixed must be referenced; no legal description (as that required in a Deed) is required. The document along with a copy of the surrendered title is filed in the Miscellaneous book with the owner(s) indexed as the Party One/Grantor. Linking of the document to the Deed Book and Page source is helpful. This document must be filed in the County Clerk's office of the county where the property is located (or the greater part). KRS 382.110.	FILING FEE: \$51.00 \$50 (Real Estate Recording) \$1 (Title Surrender Fee to Auto)
AFFIDAVIT OF DESCENT OR HEIRSHIP	Document must be: signed by the affiant and signature notarized (KRS 382.130). The document must have a preparation statement and a return mail address (KRS 382.335 & 382.240). The affidavit, per KRS 382.120, must have: <ul style="list-style-type: none"> • Name of the ancestor • Date of the ancestor's death • The marital status of the ancestor and, if married, the name of the surviving spouse and his or her mailing address. • The place of residence of the ancestor at time of death • The fact that the ancestor died intestate • The names, ages and address, as far as is known, of each heir at law and next of kin who by the ancestor's death inherited such real property and the relationship of each to the ancestor and the interest in such real property inherited by each. 	KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages

<p>AFFIDAVIT OF REAL PROPERTY TRANSFER UNDER WILL</p>	<p>This document is filed by the personal representative of the estate prior to the closing of the estate. The affidavit, per KRS 382.135, section 4, must have the names and addresses of persons receiving each property passing by will or interstate succession and the full fair market value of each property as estimated or established for any purpose in the handling of the estate. The document must have a signature by the personal representative (KRS 382.335), signature notarized (KRS 382.130), should list the properties being transferred by either address or legal description or both (Common Law & OAG 81-100), preparation statement, return mail address, the Will Book reference should be included if the transfer is the result of an intestate succession (KRS 382.110), Preparation Statement (KRS 382.335), and return mail address (KRS 382.335 & KRS 382.240).</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>ARTICLES OF INCORPORATION</p>	<p>The document must be executed by one of the officers authorized in KRS 271b.1-200 and must be filed with the Secretary of State's office. The County Clerk must be presented with one exact or conformed copy having the stamp of the Secretary of State. The document may be (but is not required to be) acknowledged. The preparation statement called for in KRS 382.335 is not required, although most will contain it.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>ASSIGNMENTS</p>	<p>This instrument is generally lodged when a mortgage holder transfers his interest in a mortgage to another. The document must have the following: first party (assignor) KRS 382.290, second party (assignee) and their mailing address (per KRS 382.430, sect. 2), the name of the party or parties who executed the original mortgage KRS 382.290, the mortgage book and page reference where the mortgage is lodged for record (KRS 382.290), a preparation statement KRS 382.335, a return mail address (KRS 382.335 & KRS 382.240), and filing fee (KRS 382.290, section 5). The document must be signed by the assignor and notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>ASSIGNMENT OF RENTS AND/OR LEASES</p>	<p>The document must have the following information: first party (KRS 382.335 & KRS 382.430), second party (KRS 382.290), second party address (KRS 382.290), source of title (KRS 382.110), legal description (Common Law and OAG 81-100), maturity date (OAG 80- 3 & KRS 382.330), a Preparation Statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). The document must be signed and acknowledged by the borrower.</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>

<p style="text-align: center;">ASSUMED NAMES</p>	<p>a/k/a DBA (doing business as) or Fictitious Name Filing, KRS 365.015. The document must have the name being assumed (KRS 365.015), the real name and address of the individual or entity assuming the name. A domestic general partnership must include the real name of each partner (KRS 365.015). The document must be filed in county where the entity is deemed a resident under provisions of KRS 355 (see KRS 355.401 for specific requirements). The return mail address also has to be included (KRS 382.335 & KRS 382.240). Assumed names may or may not have a Preparation Statement (KRS 382.335). The document must be executed per KRS 365.015 as follows:</p> <ul style="list-style-type: none"> • Individual - by the individual • Partnership - by at least one authorized partner • Limited liability partnership - by at least one partner authorized to do so by the partners • Limited partnership - by a general partner • Limited liability company - by a member or manager authorized to act for the limited liability company • Business trust - by the trustees • Corporation - by a person authorized to act for the corporation 	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p style="text-align: center;">ASSUMED NAME RENEWALS</p>	<p>Assumed names are effective for 5 years from the date of registration and can be renewed by filing a renewal certificate 6 months prior to the expiration or renewal date. The filing requirements are the same as for the original.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p style="text-align: center;">ASSUMED NAME WITHDRAWALS</p>	<p>Assumed name withdrawals are done in a similar manner per KRS 365.015, section 4 with the additional information of "date the original was filed" as a requirement.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p style="text-align: center;">ASSUMPTION AGREEMENT</p>	<p>a/k/a Mortgage Assumption Agreement. This document is recorded when someone is assuming or taking over the obligation to repay a mortgage debt executed by another. The document must have the first party and their mailing address (KRS 382.335 & KRS 382.430), second party and mailing address (KRS 382.520), description of the mortgage to be assumed (KRS 382.520), reference of the original mortgage usually contains the legal description as well (Common Law and OAG 81.100), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240).</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p style="text-align: center;">BAIL BONDS (PROPERTY BONDS AS SURETY)</p>	<p>Filed when a property owner pledged his property as surety to secure the release of a prisoner from jail. The document must have: first party (KRS 431.535), second party (KRS 431.535), address or legal description or both of the property being used as surety (KRS 431.535) and the copy of the bond and schedule of real estate being filed must be certified by the circuit clerk of court requiring the bond (KRS 431.535).</p>	<p>FILING FEE: \$63.00</p>

<p>BOND TO RELEASE A MECHANICS LIEN</p>	<p>The owner or claimant of property against which a lien has been asserted under KRS 376.100 may at any time before a judgment has been rendered enforcing the lien, execute before the County Clerk where the lien was filed, a bond for double the amount of the lien claimed with good sureties to be approved by the clerk. The document must have:</p> <ul style="list-style-type: none"> • The name of the party asserting the lien • The name of the party the lien is against • The surety bond must be attached to the release • There must be a place on the document for the clerk's approval of the surety. • The bond must be double the amount of the lien. • A Preparation Statement KRS 382.335 • Reference where the lien is recorded (the book and page) • Legal description • Return mail address 	<p>KRS 64.012 FILING FEE: \$60.00</p>
<p>CHILD SUPPORT LIEN - IN STATE</p>	<p>KRS 205.715--205.800 - A lien filed in favor of the Cabinet for Human Resources against all real and personal property of the obligor. This lien is to be filed as a Lis Pendens and only in the real estate records of the County Clerk's office. The document must have:</p> <ul style="list-style-type: none"> • First party - the person or entity asserting the lien • Second party - the person or persons upon whom interest in the property the lien is being filed against • The document must state the action number and the court in which the action is pending. • Preparation statement • Return mail address <p>Document must be signed by the person or entity asserting the lien or their attorney or agent. The signature does not need to be notarized.</p>	<p>KRS 64.012 FILING FEE: \$5.00</p>
<p>CHILD SUPPORT LIEN - OUT OF STATE</p>	<p>KRS 205.715--205.800 - A lien to enforce a child support obligation, which is created in another state, shall be enforceable against all real and personal property of the obligor located in this state. This lien is to be filed as a Lis Pendens and only in the real estate records of the County Clerk's office. The document must have:</p> <ul style="list-style-type: none"> • First party - the person or entity asserting the lien • The signature must be certified • Second party - the person or persons upon whom interest in the property the lien is being filed against • The document must state the action number and the court in which the action is pending. • Preparation statement • Return mail address 	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>

<p style="text-align: center;">CONDOMINIUM DEEDS</p>	<p>The document must have the first party and their tax mailing address (KRS 382.135), second party and tax mailing address (KRS 382.135), description (unit number, description, etc.)(KRS 381.840), state that the property is a "condominium unit", source of title (KRS 381.840), Preparation Statement (KRS 382.335), consideration certificate (KRS 382.135), and return mail address (KRS 382.335 & KRS 382.220). The deed must be signed and the signatures acknowledged (notarized) by the grantors, the consideration statement must be signed and the signatures notarized by the grantor and grantee (KRS 382.135 & KRS 382.130). Transfer tax is collected on the consideration in the deed per KRS 142.050. The tax is computed at the rate of \$.50 for each \$500 of value or fraction thereof.</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p style="text-align: center;">CONDOMINIUM MORTGAGES</p>	<p>The document requires first party and mailing address (KRS 382.335 & KRS 382.430), second party (KRS 382.110), amount of the mortgage (KRS 382.330), maturity date (except for revolving credit accounts)(KRS 382.330), legal description of the property (Common Law AND OAG 81.100), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). The document must be signed and the signatures acknowledged (KRS 382.130).</p>	<p>KRS 64.012 FILING FEE: \$80.00 Add \$3.00 per page, anything exceeding 30 pages</p>
<p style="text-align: center;">CONDOMINIUM PLATS (FLOOR PLANS)</p>	<p>Simultaneously with the recording of the Master Deed (Lease) there shall be filed in the office of the County Clerk a set of the floor plans of the building or buildings (KRS 381.835). Condo plats (floor plans) require:</p> <ul style="list-style-type: none"> • The layout, location, unit numbers and dimensions of the units • The name of the property or that it has no name • Certification from a registered architect or professional engineer that the plans fully and accurately depict the layout, location, unit numbers and dimensions of the units as built 	<p>KRS 64.012 FILING FEE: \$50.00 per mylar</p>
<p style="text-align: center;">CONSIDERATION CERTIFICATE</p>	<p>Provides that a statement of consideration be on virtually all deeds. The statement shall be sworn and notarized by both parties as to the true consideration in the deed. A statement of the full consideration is required on all deeds except for the following:</p> <ul style="list-style-type: none"> • Deeds which only convey utility easements; • Deeds which transfer property through a court action pursuant to a divorce proceeding; • Deeds that convey right-of-ways that involve governmental agencies; • Deeds which convey cemetery lots; and • Deeds which correct errors in previous deeds, conveying the same property, from the same grantor to the same grantee. 	<p>No Fees Listed</p>

<p>DECLARATION OF TRUST</p>	<p>a/k/a Trust Agreement or Agreement of Trust. The document must have the following:</p> <ul style="list-style-type: none"> • First party - the individual(s) who is establishing the trust • Second party - name of the trust and or the trustee • The trustee(s) • Preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) <p>The document is to be filed with the Secretary of State's office and the County Clerk's office.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>DEEDS</p>	<p>The document must have the following information: first party and their tax mailing address (KRS 382.135), second party and their tax mailing address (KRS 382.135), a consideration statement (KRS 382.135), legal description (Common Law AND OAG 81-100), source of title (KRS 382.110), a preparation statement (KRS 382.335) and a return mail address (KRS 382.335 & KRS 382.240). The document must be signed and acknowledged by the grantors. The grantor signs the deed and both the grantor and grantee must sign the consideration statement and the consideration statement must be notarized. The document is filed in the deed book and indexed in the general index to deeds and mortgages under both parties. Transfer tax is collected on the consideration in the deed (KRS 142.050). The tax is computed at the rate of .50 for each \$500 of value or fraction thereof. KRS 142.050 lists types of deeds which are exempt from this tax as well as the Consideration Certificate.</p> <p>Transfer tax applies to the value listed in the deed and is imposed upon the grantor. Exemptions are listed in KRS 142.050.</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>DEED OF CORRECTION</p>	<p>The document must have the following information: first party and their tax mailing address (KRS 382.135), second party and their tax mailing address (KRS 382.135), legal description (Common Law AND OAG 81-100), source of title (KRS 382.110), a preparation statement (KRS 382.335) and a return mail address (KRS 382.335 & KRS 382.240). The reason for the correction must be apparent. The document must state that it is a deed of correction and must refer to the deed it is correcting. The document must be signed and acknowledged by the grantor, and filed in the clerk's office of the county where the property is located (or the greater part). The document is filed in the deed book and indexed in the general index to deeds and mortgages under both parties. Transfer tax is only collected if the consideration amount has changed (KRS 142.050). The tax is computed at the rate of .50 for each \$500 of value or fraction thereof. KRS 142.050 lists types of deeds which are exempt from this tax as well as the Consideration Certificate. Transfer tax applies to the value listed in the deed and is imposed upon the grantor. Exemptions are listed in KRS 142.050.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>DEED OF RESTRICTIONS</p>	<p>a/k/a Deed of Restrictions and Covenant or Deed of Covenants and Restrictions or Deed of Restrictive Covenants</p> <p>Document is filed in the deed book or the condominium deed book, if it applies to a condominium and a separate deed book is maintained. The document must have a description of the property the restrictions are being placed upon, preparation statement (KRS 382.335), and a return mail address (KRS 382.335 & KRS 382.240).</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>

<p>DISCLAIMERS - WILL</p>	<p>Disclaimers shall be filed in district court, however if real property or interest therein is disclaimed, an attested copy of the disclaimer filed in district court may be recorded in the office of the County Clerk of the county in which the real estate is situated. (KRS 394.620)</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>EASEMENTS</p>	<p>The document must have first party and their tax mailing address (KRS 382.135), second party and their tax mailing address (KRS 382.135), a consideration statement signed by both parties and notarized (KRS 382.135), legal description (Common Law And OAG 81-100), address of each parcel, source of title (KRS 382.110), a preparation statement (KRS 382.335) and a return mail address (KRS 382.335 & 382.240). Documents which convey only utility easements do not require a consideration statement.</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>FEDERAL TAX LIENS AND RELEASES</p>	<p>a/k/a IRS liens and releases. The IRS records these documents. The liens (first party is the taxpayer the lien is against) are filed per KRS 382.480 and the releases (first party is the IRS) per KRS 382.490.</p>	<p>KRS 64.012 FILING FEE: \$46.00 (both liens and releases) Add \$3.00 per page, anything exceeding 5 pages</p>
<p>FIXTURE FILING</p>	<p>Original filing must contain:</p> <ul style="list-style-type: none"> • The debtor’s name and mailing address • The secured party’s name and mailing address • The property owner’s name if other than the debtor • A description of the real property to which the collateral is related. 	<p>KRS 64.012 FILING FEE: \$96.00 (release fee included) *Assignment / Amendment /Continuation / Correction: \$46.00 *Financing Statement w/Built-in Assignment: \$142.00 *Partial Release: \$46.00 (partial releases are not included in the recording fee) Add \$3.00 per page, anything exceeding 5 page</p>
<p>JUDGMENT LIEN</p>	<p>a/k/a Notice of Execution. The document must have the following:</p> <ul style="list-style-type: none"> • The person or entity receiving the judgment (KRS 382.440) • The person or entity whom the judgment is against (KRS 382.440) • Amount of judgment, including principal, interest rate, court costs and attorney fees (KRS 426.720) • Court of record entering the judgment (KRS 426.720) • Civil action number of the case (KRS 426.720) • The judgment must include the language of KRS 427.060 and KRS 426.720, section 3 • Preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) <p>The document must be signed by the judgment creditor or his attorney. The signature does not need to be notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>

<p>LAND CONTRACT OR CONTRACT FOR DEED</p>	<p>The document must have first party and their mailing address (KRS 382.335), second party and their mailing address (KRS 382.335), legal description (Common Law & OAG 81-100, source of title (KRS 382.110), a preparation statement (KRS 382.335), and a return mail address (KRS 382.335 & KRS 382.240). The document must be signed and notarized by both parties. Transfer tax is not collected until the contract has been satisfied and the deed is tendered to the buyer.</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>LAND USE RESTRICTIONS</p>	<p>Filed by planning commission to show land use restrictions, including variances, conditional use permits and conditional zoning permits, plats and development plans, per KRS 100.3681. Filed in counties containing a planning commission. The County Clerk must maintain a record of the name and address of the agency having custody of the official zoning map for each planning unit within the county.</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>LEASE</p>	<p>The document must have the first party and mailing address (KRS 382.135), second party and mailing address (KRS 382.135), legal description (Common Law and OAG 81-100), a preparation statement (KRS 382.335), and return mail address (KRS 382.335 & KRS 382.240). The document must be signed and acknowledged (notarized) (KRS 382.130).</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>LIS PENDENS</p>	<p>Usually entitled notice of lis pendens. Lis pendens means a pending suit. The notice of lis pendens is filed on the public record for the purpose of warning all persons that the title to certain property is in litigation and that they are in danger of being bound by adverse judgment. The document must have the following information:</p> <ul style="list-style-type: none"> • The person or entity asserting the lien (KRS 382.440) • The person(s) or entity upon whom interest in the land the lien is being filed against (KRS 382.440) • A legal description of the land involved (KRS 382.440) • The action number and the court in which the action is pending (KRS 382.440) • A preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) <p>The document must be signed by the person or entity asserting the lien or their attorney or agent. The signature does not need to be notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>MARITAL AGREEMENT (PRENUPTIAL AGREEMENT)</p>	<p>This document is entered into by two parties entering a marriage that wish to decide how property and assets will be distributed in the event of a divorce or death of one of the parties. The document must have first party, second party, preparation statement, and a return address. The document must be signed and acknowledged by both parties.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>MARRIAGE LICENSES</p>	<p>To obtain a marriage license, both parties must appear together with identification at the County Clerk's office. The license is valid for 30 days, is non-refundable, and may only be used within the Commonwealth of Kentucky. If either party is under the legal age of 18, you will have to get a court order from the County Circuit Clerk</p>	<p>FEE: \$50.00 includes license and filing fees when returned to clerk's office after the ceremony has been performed.</p>

<p>MASTER CONDOMINIUM DEED</p>	<p>Recorded in the regular AND condominium deed books, if the county uses separate books. The document must have:</p> <ul style="list-style-type: none"> • Description of the land (KRS 381.835) • General description and the number of each unit (KRS 381.835) • Description of the general common elements of the building (KRS 381.835) • Preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) • A set of the floor plans must be filed simultaneously with the master deed. These are recorded in the condominium plat records, or the regular plat records, if a separate set of plat records is not maintained (KRS 381.835). <p>The document must be signed and acknowledged (notarized).</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages *If a separate condominium deed book is maintained, the fee is collected twice - once for its filing in the deed book and once for the condominium deed book filing.</p>
<p>MASTER FORM FOR MORTGAGES</p>	<p>KRS 382.295 - Kentucky law provides that a "Master Form for Mortgage" may be filed in the County Clerk's office of any county. After this document has been recorded other mortgage documents can incorporate a reference to this document. The incorporation of the reference shall have the same effect as if the provisions of the master form had been set forth fully in the mortgage. Recording requirements:</p> <ul style="list-style-type: none"> • Must be entitled on the face "Master form recorded by _____" (name of the person causing the instrument to be recorded. (KRS 382.295) • Contain forms of covenants, conditions, obligations, powers, and other clauses of a mortgage. (KRS 382.295) • First party - name of the person causing it to be recorded (KRS 382.295) • The instrument does not need to be acknowledged (KRS 382.295) • Preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) 	<p>KRS 64.012 FILING FEE: \$80.00 Add \$3.00 per page, anything exceeding 30 pages</p>
<p>MECHANICS LIEN</p>	<p>AKA Materialman's lien. This document also includes Attorney's Liens and Agister's Liens (liens on horses) and Veterinary Liens. These are filed when payment for building repair, storage or services has not been made. The document must have the following:</p> <ul style="list-style-type: none"> • The name and address of the claimant (KRS 376.080) • The name of the contractor, subcontractor or authorized agent and the property owner (KRS 376.010 & KRS 376.080) • The lien is filed against the owner of the property and their name must be listed (KRS 376.080) • Description of property has to be specific enough to identify the property (KRS 376.080) • The lien must state the amount due and whether the services were performed by a contract with the owner, or with contractor or subcontractor (KRS 376.010 & KRS 376.080) • Preparation Statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) 	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>

<p>MECHANICS LIEN RELEASE</p>	<p>The document must have the following:</p> <ul style="list-style-type: none"> • First party (the person or entity releasing the obligation)(KRS 382.290) • Second party (the individual or entity being released)(KRS 382.290) • The book and page reference the mechanics lien being released • Preparation statement (KRS 382.335) • Return mail address (KRS 382.355 & KRS 382.240) <p>Document must be signed by the party or parties executing the release and the signature(s) notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>MILITARY DISCHARGE</p>	<p>Military discharge papers may be recorded in the county where the person discharged is a resident. The County Clerk will record these documents at no charge. The name is to be indexed.</p>	<p>NO FILING FEE</p>
<p>MORTGAGE</p>	<p>AKA Deed of Trust or Indenture of Trust - This document must have the following: first party and their mailing address (KRS 382.335 & KRS 382.430), second party and their mailing address (KRS 382.110), amount of the mortgage (KRS 382.330), maturity date (KRS 382.330), legal description of the property (Common Law and OAG 81.100), preparation statement (KRS 382.335), and a return mail address (KRS 382.335 & KRS 382.240). The document must be signed by the mortgagor and notarized.</p>	<p>KRS 64.012 FILING FEE: \$80.00 Add \$3.00 per page, anything exceeding 30 pages</p>
<p>MORTGAGE WITH ASSIGNMENTS</p>	<p>Requirements are the same as those listed above for ASSIGNMENTS and MORTGAGE.</p>	<p>KRS 64.012 FILING FEE: \$126.00 Add \$3.00 per page, anything exceeding 30 pages</p>
<p>NOTARY PUBLIC APPOINTMENT</p>	<p>Notary public commissions are valid for four (4) years. The following requirements must be met:</p> <ul style="list-style-type: none"> • applicant must be eighteen (18) years old or older • be a county resident • be of good moral character • be capable of discharging duties imposed by law • cannot be a convicted felon <p>Applicant must submit a completed Application for Appointment to the Office of Notary Public Form. This form must be signed by the County Judge Executive, County Clerk, or Circuit Clerk. The signed application must be submitted to the Secretary of State in Frankfort, Kentucky. A \$10.00 state fee must accompany the application.</p> <p>If approved, the applicant will be notified via mail that a "Certificate of Appointment" has been sent to the County Clerk's office. The applicant must come to the County Clerk's office to take the oath of office within 30 days and post a \$200.00 bond. The bond may be an insurance policy bond, or a county property owner can be your surety. The property owner must come into the County Clerk's office and sign for you. NOTE: A husband and wife cannot sign a surety bond for each other. (KRS 423.010)</p>	<p>FILING FEE: \$19.00</p>

<p>OPTION AGREEMENT</p>	<p>These documents grant a party the option to purchase real estate for a specified period of time (KRS 382.090). The document must have first party and mailing address (KRS 382.135), second party and mailing address (KRS 382.135), legal description (Common Law), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). The document must be signed and notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>PARTNERSHIPS</p>	<p>KRS 362.425, KRS 362.407 - Partnership agreements or certificates are filed with the Secretary of State first, then with the County Clerk. The document must have the stamp of the Secretary of State on it in order to be filed at the county level, per KRS 362.425 (2)(C). The person presenting the partnership to the Secretary of State should present two copies -- one is filed there and one stamped as having been filed.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>PLATS WITH PLANNING COMMISSION</p>	<p>The plat must have the approval of the planning commission and the commission's certification signed and dated (KRS 100.277). It requires the surveyor's certification, signed and dated and his seal. The plat cannot exceed 24 inches by 36 inches in size (KRS 100.283). Planning commissions can provide additional regulations governing recording requirements, such as:</p> <ul style="list-style-type: none"> • The size of the document may be smaller than the statute indicates. • The plat must have the owner's certification on it, signed and dated. • The engineer certification, signed and dated, and his seal is only required for major plats, not for minors or consolidations. 	<p>FILING FEE: \$50.00 per mylar page.</p>
<p>PLATS WITHOUT PLANNING COMMISSION</p>	<p>The plat requires the surveyor's certification, signed and dated and his seal (KRS 322.400). The plat cannot exceed 24 inches by 36 inches in size (KRS 100.283).</p>	<p>FILING FEE: \$50.00 per mylar page.</p>
<p>POWER OF ATTORNEY</p>	<p>The document must have the following information: first party and their mailing address (KRS 382.135), second party and their mailing address (KRS 382.335), and a return mail address (KRS 382.240 & KRS 382.135). Document must be signed by the first party and be notarized.</p>	<p>KRS 64.012 FILING FEE: \$50.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>POWER OF ATTORNEY REVOCATION</p>	<p>Document has the same requirements as a Power of Attorney.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>PREPARATION STATEMENT</p>	<p>AKA Scriveners Statement (KRS 382.335). Provides that virtually all documents filed in land records contain the author's name, address and signature. The statute provides that the author's signature can be a facsimile on the statement. Documents that do not require preparation statements are Powers of Attorney and corporate record documents, such as articles of incorporation, assumed names and partnership agreements.</p>	

<p style="text-align: center;">RELEASE</p>	<p>AKA Deed of Release, Satisfaction of Mortgage, Discharge of Mortgage. The document must have the following:</p> <ul style="list-style-type: none"> • First party (the person or entity releasing the obligation)(KRS 382.290) • Second party (the individual or entity being released)(KRS 382.290) • The mortgage book and page reference being released, or the deed book and page in the case of a vendors lien (KRS 382.360) • Partial releases require a description of the property being released • Release must state whole or partial release (KRS 382.240) • Preparation statement (KRS 382.335) • Return mail address (KRS 382.355 & KRS 382.240) <p>Document must be signed by the party or parties executing the release and the signature(s) notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>RELEASE OF CHILD SUPPORT LIEN IN STATE</p>	<p>Filed per KRS 382.470. The release requires the following:</p> <ul style="list-style-type: none"> • First party - the person or entity releasing the lien • Second party - the person, persons, or entity being released • The book and page being released • Preparation statement • Return mail address <p>Document must be signed by the person releasing the lien. The signature must be notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>RELEASE OF CHILD SUPPORT LIEN OUT OF STATE</p>	<p>KRS 382.470 The release requires the following:</p> <ul style="list-style-type: none"> • First party - the person or entity releasing the lien • Second party - the person, persons, or entity being released • The book and page being released • Preparation statement • Return mail address <p>Authorized agent of the party that filed the lien must sign the document. The signature must be notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>RELEASES OF LIS PENDENS</p>	<p>And other encumbrances are filed per KRS 382.460. These releases require the following:</p> <ul style="list-style-type: none"> • First party - the person or entity asserting the lien (KRS 382.470) • Second party - the person or entity being released (KRS 382.470) • The book and page reference being released (KRS 382.290) • A preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) <p>Documents must be signed and notarized by the party releasing the lien. KRS 382.470.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p>RENUNCIATION OF A WILL</p>	<p>Renunciation shall be made within six (6) months after probate. The document must be acknowledged before the County Clerk and recorded with the County Clerk in the county where the probate was made, or acknowledged before a subscribing witness (an attorney) and proved before (notarized) and recorded with the County Clerk. (KRS 392.080)</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>

<p style="text-align: center;">STATE TAX LIENS</p>	<p>Types of state tax liens are state tax lien (Revenue Cabinet), recoupment lien (Workforce Development Cabinet), unemployment insurance, workers compensation, inheritance tax lien, and notice of seizure and tax lien. This document requires:</p> <ul style="list-style-type: none"> • First party - the person or entity asserting the lien (KRS 382.440) • Second party - the person, persons or entity upon who the lien is being filed against (KRS 382.440). • The document must state the action number and the court in which the action is pending (KRS 382.440) • A preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) 	<p>KRS 64.012 FILING FEE: \$5.00</p>
<p style="text-align: center;">STATE TAX LIEN RELEASES</p>	<p>The document must have:</p> <ul style="list-style-type: none"> • First party - the Commonwealth (KRS 372.470) • Second party - taxpayer (KRS 382.470) • A book and page reference of the original lien (KRS 382.290) 	<p>KRS 64.012 FILING FEE: \$5.00</p>
<p style="text-align: center;">SUBORDINATION AGREEMENT</p>	<p>This document is recorded to establish the priority of mortgages and is filed in the Mortgage Book. The document must have the following:</p> <ul style="list-style-type: none"> • First party (subordinating lender and borrower/mortgagor)(KRS 382.520) • Second party (superior lender and their mailing address)(KRS 382.520) • Description of mortgage being subordinated, i.e. original mortgage book and page reference (KRS 382.520) <p>The document must be signed by the first party(ies) and notarized.</p>	<p>KRS 64.012 FILING FEE: \$46.00 Add \$3.00 per page, anything exceeding 5 pages</p>
<p style="text-align: center;">UCC FILINGS</p>	<p>A financing statement filing must contain the following: name of the debtor and secured party, signature of the debtor, address of the secured party, mailing address of the debtor, a statement indicating types or describing the items of collateral. If the financing statement covers crops growing or to be grown, a description of the real estate concerned must be included and must describe the production season.</p>	<p>KRS 64.012 FILING FEE: \$96.00 (release fee included) *Assignment / Amendment /Continuation / Correction: \$46.00 *Financing Statement w/Built-in Assignment: \$142.00 *Partial Release: \$46.00 (partial releases are not included in the recording fee) Add \$3.00 per page, anything exceeding 5 page</p>
<p style="text-align: center;">WILLS</p>	<p>Wills must be admitted for probate in the district court of the county and contain a probate certificate before they can be recorded. The County Clerk may record wills probated in another Kentucky county if an attested copy of the will and order of probate from the County Clerk in the county where the will was originally filed is presented (KRS 394.300).</p>	<p>KRS 64.012 FILING FEE: \$47.00 Add \$3.00 per page, anything exceeding 5 pages</p>