



Document Bulletin for Kent County, DE

Kent County, DE is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- Prepared by and Return to Information must appear in upper right hand corner of documents.
- The First page of each documents must have a 2 1/2" X 4" blank margin at the top *left* side of the document for the recordation stamp and a blank 1" margin at the top right for the book, page, and parcel. Sides and Bottom must have a 3/4" margin. Each additional page will require a top margin of 1" and 3/4" around the rest of the document.
- All documents should be printed with characters that are at least 15 pitch in size.
- Recording Hours: M-F, 8:00 – 3:00 PM

Document Type	Required Fields
<p><u>L3 Document Types:</u> Assignment Reconveyance/Release</p>	<p><u>L3 Required Image Data:</u> Prepared by Name(Person) Prepared by Address Return Name Return Address Mortgagor/Assignor Mortgagee/Assignee Original Mortgagors' Original Mortgagee(Satisfactions) Original Recorded Date(Optional) Original Mortgage Amount(Optional) Original Book/Page or Instrument Number Current Execution Date Signer Name, Title, Company Notary Name, State, County, Expiration Date Property Address Parcel ID (Satisfactions) (Only 1 Mortgage Reference per Satisfaction) (Death Cert Must be attached when Mortgagee is deceased, No extra charge for these additional pages.)</p>
<p><u>L2 Document Types:</u> APPOINTMENT ASSIGNMENT BILL OF SALE DEED</p>	<p><u>L2 Indexing:</u> None None None Consideration Amount, Attachments (Both Non-exempt and Exempt Deeds require Realty Transfer Affidavit 5402, Home Buyer Certification Form, and New Property Owner Information Form).</p>
<p>EASEMENT</p>	<p>If Easement is over \$100 then Attachments must be included (Realty Transfer Affidavit 5402, Home Buyer Certification Form, and New Property Owner Information Form).</p>

FEDERAL TAX LIEN	None
JUDGMENT	None
JUDGMENT RELEASE	None
LIEN	None
LIEN RELEASE	None
MISCELLANEOUS (Other Docs with Original References) (Adds \$ 7 recording fee)	None
MISCELLANEOUS (Other Docs without Original References)	None
MORTGAGE	None
MORTGAGE ASSIGNMENT	None
SATISFACTION	None
UCC FINANCING STATEMENT	None
UCC AMENDMENT	None
UCC ASSIGNMENT	None
UCC CONTINUATION	None
UCC PARTIAL RELEASE	None
UCC TERMINATION	None
REALTY TRANSFER TAX FORM 5402	None
HOME BUYER CERTIFICATION FORM	None
NEW PROPERTY OWNER INFORMATION FORM	None
REJECTION REFILE FEE (\$20.00)	None