

Recording Requirements

****Only original documents will be filed****

Photocopies will not be accepted

FILING FEES

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

- 1st Page of Document = \$10.00
- 2nd Page and Subsequent of Document = \$6.00
 - See [Filing Fee Chart](#)

The above fees pertain to ALL documents filed in the Register of Deeds' office with the exception of the following:

- UCC Financing Statements, Amendments and Continuations – \$14 regardless of the number of pages (as of 7/1/21)
- Plats -\$22.00
- Survey -\$16.00
- Federal & State Tax Lien Termination – No Fee
- UCC Termination – No Fee
- Relinquishment – No Fee

DOCUMENTARY STAMP TAXES

- Documentary Stamp Tax must be paid at the time of filing. Please see the [Nebraska Documentary Stamp Tax Computation Table](#) to calculate the Documentary Stamp tax due.
- The NE Dept. of Revenue Property Division provides the latest version of Form 521. You may access the Form 521 online at the [Nebraska Department of Revenue](#).
- Register of Deeds WILL NOT accept a deed for recording unless items 1 through 27 of the Real Estate Transfer Statement are completed and the form is signed. Please follow the Instructions for completing the Form 521 found on page 2 of the Real Estate Transfer Statement Form 521.
 - A list of exemptions is available from the Register of Deeds office or online at [Nebraska Department of Revenue](#).
- Form 521 is required for all Deeds, Affidavits for Transfer, Land Contracts, Memorandums, Leases, and Death Certificates Pursuant to a Transfer on Death Deed.

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

- Shall contain a Blank Space at the top of the First Page which is at least 3 inches X 8 ½ inches. If the first page of the document presented for recording does not have the required blank space, we will add a cover page at the cost of an additional page.
- "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. If this space is not provided, a cover sheet will be added and an additional \$6.00 will be charged.

Margin Requirements:

- 3" x 8 ½" on the top of the first page, and 1" on both vertical sides and 1" on the bottom throughout the remainder of the document.

Instrument Requirements:

- Paper at least letter size (8 ½" x 11"), and no larger than legal size (8 ½" x 14")
- Shall be printed, typewritten or computer generated in black ink, white paper, and a minimum 8pt font.
- Must be legible
- Each signature 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

Exceptions to the rule:

- Instruments signed before 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.