

**RCW 65.04.047 Recorded instruments—Cover sheet—When required—Form.** (1) If the first page of an instrument presented for recording does not contain the information required by RCW 65.04.045(1), the person preparing the instrument for recording shall prepare a cover sheet that contains the required information. The cover sheet shall be attached to the instrument and shall be recorded as a part of the instrument. An additional page fee as determined under RCW 36.18.010 shall be collected for recording of the cover sheet. Any errors in the cover sheet shall not affect the transactions contained in the instrument itself. The cover sheet need not be separately signed or acknowledged. The cover sheet information shall be used to generate the auditor's grantor/grantee index, however, the names and legal description in the instrument itself will determine the legal chain of title. The cover sheet shall be substantially the following form:

Return Address

Please print or type information

**Document Title(s)** (or transactions contained therein):

- 1.
- 2.
- 3.
- 4.

**Grantor(s)** (Last name first, then first name and initials)

- 1.
- 2.
- 3.
- 4.
5.  Additional names on page \_\_\_ of document.

**Grantee(s)** (Last name first, then first name and initials)

- 1.
- 2.
- 3.
- 4.
5.  Additional names on page \_\_\_ of document.

**Legal Description** (abbreviated: i.e., lot, block, plat or section, township, range)

Additional legal description is on page \_\_\_ of document.

**Assessor's Property Tax Parcel or Account Number at the time of recording:**

**Reference Number(s) of Documents assigned or released:**

Additional references on page \_\_\_ of document.

The Auditor or Recording Officer will rely on the information provided on this form. The staff will not read the document to verify the accuracy of or the completeness of the indexing information provided herein.

(2) Documents which are exempt from format requirements and which may be recorded with a properly completed cover sheet include: Documents which were signed prior to January 1, 1997; military separation documents; documents executed outside of the United States; certified copies of documents; any birth or death certificate; marriage certificates from outside the state of Washington; any document, one of whose original signer is deceased or otherwise incapacitated; and judgments or other documents formatted to meet court requirements. [1999 c 233 s 13; 1998 c 27 s 2; 1996 c 143 s 3.]

**Effective date—1999 c 233:** See note following RCW 4.28.320.

**Effective date—1996 c 143:** See note following RCW 36.18.010.