



280 SOUTH OAK STREET * P.O. BOX 349 * COLVILLE, WASHINGTON 99114
(509) 684-4589 * TOLL FREE (877) 684-4589 * Spokane Area 624-3306
FAX (509) 684-5448
www.stevenscountytitle.com

Date: _____

Company Requesting Courtesy Recording: _____

Name of Contact: _____

Phone Number: _____

Email Address: _____

File/Reference Name/Number: _____

Mailing Address: _____

Town/State/Zip: _____

Documents to be recorded in Order of recording:

1. _____
2. _____
3. _____
4. _____

By signing below, you acknowledge the following and have attached the appropriate checks for recording, excise and Stevens County Title Company's Courtesy Recording fee.

1. Stevens County Title Company is not responsible for the contents of the document or any errors that may be contained in the document.
2. Stevens County Title Company will not advance recording or excise fees.
3. The Courtesy Recording Fee of \$25.00 for the first document plus \$10.00 per additional document must be paid at the time the Courtesy Recording is presented for recording.
4. Upon receiving specific instructions, Stevens County Title Company may make minor corrections to the Excise Tax Affidavit but will not make any changes to the document itself.
5. Stevens County Title Company will not perform a Courtesy Recording without this authorization being completed and returned to Stevens County Title Company.
6. If we are unable to record your Courtesy Recording for any reason, the "documents" will be promptly returned to you via regular mail. You may, at your option, provide Stevens County Title Company with a label to which we can return the package via FedEx or UPS.

Company Representative Signature

Date

Thank you,
Stevens County Title Company Recording Department