

These are the Recording requirements for Deeds (F.S. 695.26). There may be other statutory requirements for making a conveyance valid, which are not within the scope of the recording office to dictate. *For example, the Lee County Property Appraiser requires that the legal description(s) should be included on the deed document.*

Legal advice cannot be provided: The Lee County Clerk's office staff cannot help you complete the legal forms or provide legal advice of any type. If you have questions about completing forms or the proper method of transferring property, you should consult an attorney or legal advisor.

Florida documentary stamp tax (Doc Stamps): Each document transferring an interest in real property may be subject to Florida's documentary stamp tax. The doc stamps on a deed are \$0.70 per \$100.00 of the consideration, sale price, or outstanding mortgage. Please contact the Department of Revenue for guidance at (800)352-3671; see the Department of Revenue reference sheet for details.

IN ORDER TO RECORD A DEED IN LEE COUNTY THE FOLLOWING MUST BE MET:

- "Prepared by" statement with the name and address of the person who filled out the deed.
- Grantor (Sellers name), Grantee (Buyers name) legibly printed on the body of the deed.
- Grantee's mailing address
- Grantor(s) signatures
- 2 witnesses (who are not involved with the transaction of the property) for each signature, with their names printed under their signatures.
- Complete Notary Acknowledgment which includes the following:
 - Name being acknowledged
 - Date acknowledgement was taken
 - Signature of the Notary
 - Commission Number and expiration date of the notary
 - Ink seal (Must be in black ink if they are a Florida Notary)
- The consideration, sale price, or outstanding mortgage must be on the document or listed in a cover letter for recording.
- Three inch square on the top right- hand corner of the first page of each document and one inch by three – inch square on the top right hand corner of each subsequent page of each document.