

## **Deed Copy Requirements 1921 to Present**

Call: 314.622.4546  
Email: [imaging@stlouiscityrecorder.org](mailto:imaging@stlouiscityrecorder.org)  
Visit: Imaging/Microfilm Dept., City Hall, Room 128  
Mail: Imaging/Microfilm Dept, Recorder of Deeds  
City Hall, Room 128, 1200 Market, St. Louis MO 63103

### **No Refunds. No Exchanges After Document Leaves Office.**

Customer is responsible for purchasing desired document copy.

### **Copy Requirements –**

#### **Fee and Information Customer Must Provide**

\$ Payment for Walk-In Service is by Cash, Money Order, or Business Check. No personal checks.

\$ Payment for Mail-In Service is by Personal Check, Business Check, Money Order, or Cash.

Fee for Certified: \$5 First Page + \$2.00 Each Additional Page

Fee for Uncertified: \$3 First Page + \$2.00 Each Additional Page

Provide Grantee Name (Buyer or Recipient)

Provide Property Address (Street Number + Street Name)

Provide Document's Recorder Book and Page Numbers

### **How to Obtain Book and Page Numbers**

#### **Document Recorded July 1982 to Present**

##### **Customer Must Provide: Address or Grantee/Grantor Name**

*One Document:* The Recorder's Imaging/Microfilm Staff will search the Recorder's Database (by Address, or Name, or Parcel Number) and provide customer with the Recorder Book and Page Numbers.

*Multiple Documents:* Customer must use one of the Recorder's public research computers to search the Recorder's Database (by Address, or Name, or Parcel Number) and obtain Recorder Book and Page Numbers.

#### **Document Recorded 1921 to July 1982**

##### **Customer Must Provide: Date and Daily Numbers**

##### **From Room 114, Assessor's Office, City Hall**

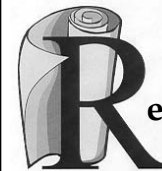
*One Document:* Customer provides Recorder's Imaging/Microfilm Staff with Date and Daily Numbers from Assessor. Staff will search Recorder's Date and Daily Book to provide customer with the Recorder Book and Page Numbers.

*Multiple Documents:* Customer obtains Date and Daily Numbers from Assessor, and then searches Recorder's Date and Daily Books to obtain the Recorder Book and Page Numbers.

### **1766 to 1920 Land Records Are Located In Recorder of Deeds Archives Department**

314.589.6796 - Room 129, City Hall  
[archives@stlouiscityrecorder.org](mailto:archives@stlouiscityrecorder.org)

# Land Deed Recording and Copies



**City of Saint Louis**  
Recorder of Deeds

**Michael Butler**

Land Records Department  
City Hall, Room 126, 1200 Market  
Saint Louis, Missouri 63103  
314.622.3260  
[land@stlouiscityrecorder.org](mailto:land@stlouiscityrecorder.org)  
[www.stlouiscityrecorder.org/land.html](http://www.stlouiscityrecorder.org/land.html)  
8 a.m. - 5 p.m., Monday - Friday

## Deed Recording and Fee Requirements

Call: 314.622.3260  
Email: land@stlouiscityrecorder.org  
Visit: Land Records Dept., City Hall, Room 126  
Mail: Land Records Dept., Recorder of Deeds  
City Hall, Room 126, 1200 Market, St. Louis MO 63103

### Standard Page Format Requirements

#### Paper:

8.5" x 11" white or light colored paper, not less than 20 lb. weight.  
No watermarks or visible inclusions.  
No permanently bound or in continuous form.  
No stapling or affixing of Attachments to any page except as necessary to comply with statutes.

#### Type/Print:

Black or Dark Blue Ink not less than 8 point type.  
Printing on only one side of each page.

#### Margins:

First Page- 3-Inch Blank Top Margin: 3-Inches of vertical space from left to right that is void of any text, writing, graphic.  
First Page- Bottom Margin & Side Margins shall be ¾" to 1".  
Additional Pages- Top, Bottom, Side Margins shall be ¾" to 1".

#### Exceptions to Page Format Requirements:

Documents signed prior to January 1, 2002.  
Document executed outside United States.  
Document where one of original parties is deceased/incapacitated.  
Judgments or other documents formatted to meet court requirements.  
Uniform Commercial Code recordings.  
Federal and State Tax Liens and their Lien Releases.

### First Page Recording Requirements

Affected property must be located in City of St. Louis.  
Title/Type of document (such as General Warranty Deed, Quit Claim Deed) must be stated in the heading.  
Origination Date of document must be stated (such as "made on this 4th day of July, 2002").  
The Legal Names of All Grantors and All Grantees must be stated.  
The Mailing Address for Each Grantor must be stated.  
The Mailing Address for At Least One Grantee must be stated.  
Legal Description of Property must be correct, complete and include City Block Number + Lot Number.  
When a document refers to any previously recorded document, the new document must state the Book & Page Numbers or Date & Daily Numbers of the cited previous document.  
If insufficient space on the First Page for all aforementioned information, the First Page must include a citation for the Page Reference within the document, or the Exhibit or Attachment to the document, where the required information is provided.

## Miscellaneous Recording Requirements

Release for a Deed of Trust Recorded Before 1986: Must be accompanied by original Note and Deed of Trust.

**Certificate of Value Required** (Chapter 5.70 St. Louis City Revised Code). Contact St. Louis City Assessor at 314.622.3212.

## Notarized Signatures Requirements

**All Parties to document- both Grantor and Grantee- Must Have Their Notarized Signatures on document** (Chapter 15.152.030 St. Louis City Revised Code).

Full Legal Names must be used.

Deeds of Trust and Easements exempt from Grantee signature requirement.

Under each Signature, the party's Name Must be Legibly Typed or Printed sufficient for microfilming/scanning and reproduction of a legible copy.

Signature and typed/printed name must be same full legal name.

The Notary Seal or Stamp Must Be in Black Ink.

The Notary Seal or Stamp Must Be Imprinted Under the Notary's Signature and must be legible sufficient for microfilming/scanning and reproduction of a legible copy. It must read, as example:

**Jane Doe**

**Notary Public**

**Notary Seal**

**State of Missouri**

**Notary Commission Number (if applicable)**

The Notary's "Commission Expiration Date" Must Be Clearly Imprinted on the document from the Notary Seal or Stamp.

## Recording Fees –Payment Due In Advance of Services

**- Payment for Walk-In Service:** No Personal Checks. Pay with Cash, Money Order, or Business Check.

**- Payment for Mail-In Service:** Pay with Personal Check, Business Check, Money Order, or Cash.

Standard Deed: \$23 First Page + \$5 Each Additional Page

NonStandard Deed: \$48 First Page + \$5 Each Additional Page

*Include Self-Addressed-Stamped-Envelope for return of Original*

Standard Assignment: \$23 First Item + \$7.50 Each Additional Item

NonStandard Assignment: \$48 First Item + \$7.50 Each Additional Item

*Include Self-Addressed-Stamped-Envelope for return of Original.*

Standard Margin Release: \$21 First Item + \$7.50 Each Additional Item

NonStandard Margin Release: \$46 First Item + \$7.50 Each Additional Item

*Include Self-Addressed-Stamped-Envelope for return of Original.*

Plat, Survey of One Tract of Land - Recording Without Drawing,

One Sheet Not to Exceed 24" x 18": \$18.25 for One Sheet

*Include Self-Addressed-Stamped-Envelope for return of Original.*

Plat, Survey of a Subdivision, Outlots, Condominiums - Recording of Drawings and Calculations, Each Sheet Not to Exceed 24" x 18":

\$57.00 per Page of Drawings/Calculations + \$10 Each Additional Page

*Include Self-Addressed-Stamped-Envelope for return of Original.*