

EMC NOTARY • FLORIDA COMMISSION HH619187

EMC Remote Notary — SEO/AEO/GEO Program

Deed Recording Cover Sheet

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Prepared: 2026-07-13

Internal working document — confidential, not for external distribution.

template_name: "Deed Recording Cover Sheet & Formatting Check (per county)"
status: "NEW — no county in this registry publishes a mandatory official cover-sheet form for standard deed recording (Hillsborough recommends an optional 'Recording Transmittal form or cover letter' but doesn't require one). This is an EMC-authored administrative cover sheet and formatting self-check, not a substitute for any county's own form where one exists — it's a transmittal/logistics document, not a legal instrument, and it contains no legal advice or drafting content."
brand_tokens_consumed: - "color.semantic.brand.primary" -
"color.semantic.brand.accent" - "component.packet.cover-gradient" -
"component.citation.accent" - "component.card.border (per-county fee table)"
authority: - "Fla. Stat. §695.26 (formatting requirements) —
https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0600-0699/0695/Sections/0695.26.html" - "Fla. Stat. §28.24 (recording fee schedule)" - "Fla. Stat. §201.02 / §201.08 (documentary stamp tax, deeds / notes-mortgages)" - "Fla. Stat. §117.05(10) (non-attorney disclaimer, verbatim below)" scope: "Miami-Dade, Broward, Palm Beach, Hillsborough, Orange, Duval, Pinellas — one cover sheet variant per county, data-driven from county-registry.json so a fee or address change only needs updating in one source file" distribution: "website (downloadable PDF, per-county variant) | Legal workspace" last_verified: "2026-07-13"

Deed Recording Cover Sheet

Use one copy per document. This sheet is an administrative transmittal, not a legal instrument; it doesn't substitute for the deed itself or for any county-specific form the recorder requires.

Document and county

- Document type: _____
- Recording county: _____

- Preparer name and return address (required on the face of the deed itself, not this cover sheet):
-

Formatting self-check (Fla. Stat. §695.26) — confirm before submission

- ☐ 3-inch by 3-inch blank space, top right-hand corner, first page (reserved for the clerk's recording stamp).
- ☐ 1-inch by 3-inch blank space, top right-hand corner, every subsequent page.
- ☐ Every signature has a legibly printed, typewritten, or stamped name beneath it (signer, witnesses, notary, preparer, grantee where applicable).
- ☐ Each witness's name **and** post-office address legibly printed/typewritten/stamped (required statewide since January 1, 2024; an email address does not satisfy this).
- ☐ Page size no larger than 8.5 by 14 inches (unless this is a plat or condominium exhibit billed at the county's oversize rate).
- ☐ Preparer's name and return-mailing address on the face of the deed.

A document that fails this check is still validly notarized; most recorders will simply reject the submission and return it, costing a second trip or a second e-recording fee. Catch it here, before submission.

Fee worksheet (fill in from the matching county row in county-registry.json)

Item	Amount	Basis
First page	\$_____	Fla. Stat. §28.24
Additional pages (<u> </u> pages × \$ <u> </u>)	\$_____	Fla. Stat. §28.24
Indexing fee (names beyond 4: _____ × \$1.00)	\$_____	Fla. Stat. §28.24
Documentary stamp tax (deed): _____ (consideration) × county rate	\$_____	Fla. Stat. §201.02 (or county rate, Miami-Dade only)
Documentary stamp tax (mortgage/note, if applicable): _____ × \$0.35/\$100	\$_____	Fla. Stat. §201.08
Local surtax (Miami-Dade non-SFR transfers only: _____ × \$0.45/\$100)	\$_____	Miami-Dade County Code
Total due at submission	\$_____	

Miami-Dade is the only county in this registry with a different deed doc-stamp rate (\$0.60/\$100 instead of the statewide \$0.70/\$100) and an added surtax; confirm current figures with that recorder's office before finalizing.

Filing method

- ☐ In person — recording office address: _____ (pull from county-registry.json for the selected county)
- ☐ By mail — include payment for the total above and, where the county returns originals, a self-addressed stamped envelope.
- ☐ E-recording — vendor used: _____ (see county-registry.json for that county's approved-vendor list)

What EMC does not do

I notarize the signatures on this document and complete this formatting/fee check with you. I don't submit the document to the recorder's office as part of a standard notarization, and I don't determine whether this specific transfer is legally sufficient. Submission is the signer's, attorney's, or title company's step; legal sufficiency is the parties' attorney's call.

Disclaimer, Fla. Stat. §117.05(10), verbatim: "I am not an attorney licensed to practice law in the State of Florida, and I may not give legal advice or accept fees for legal advice."