

Official Public Records Filing Requirements

By law, all instruments to be filed in the Official Public Records of
Mason County, Texas

- **MUST HAVE ORIGINAL SIGNATURES**
Texas Property Code Sec. 12.0011 (b)
- **MUST BE PROPERLY ACKNOWLEDGED/NOTARIZED**
Civ. Prac. & Rem. Code Sec. 121.004-121.011
- **MUST HAVE A CLEARLY IDENTIFYING HEADING OF DOCUMENT**
- **MUST BE TYPED OR WRITTEN IN AT LEAST 8 PT. FONT**
- **MUST BE ON PAPER NO LARGER THAN 8.5 X 14 in.**
- **MUST HAVE THE GRANTOR'S NAME PRINTED LEGIBLY/TYPED UNDER SIGNATURE**
- **MUST HAVE GRANTEE'S MAILING ADDRESS ON DOCUMENT**
Failure to meet these requirements will result in a fee double the normal recording fee Local Gov't Code 191.007
- **WE REQUEST 2 in. MARGIN OF BLANK SPACE AT TOP OF EACH PAGE, 1 in. MARGIN AT TOP OF EACH OF THE FOLLOWING PAGES AND A 3 in. CLEARANCE AT THE BOTTOM OF THE LAST PAGE** Local request for space to affix label and page stamps
- **IF A FILING HAS MORE THAN 1 EXHIBIT OR ATTACHMENTS IT IS DOUBLE THE FILING COST** Local Gov't Code 191.007 (i)

If no statute authorizes, requires or permits a document to be filed or recorded, the clerk may not accept such a document. For example, unusual papers such as a "Refusal to Pay Property Taxes," a "Declaration of Person Being a Sovereign," a "Surrender of Social Security Card" or a "Declaration of Domestic Partnership" are not to be filed or recorded Sec 11.008

Death certificates and Letters Testamentary may not be recorded in OPR, due to the fact certified copies may not be made.

AG H-410

MASON COUNTY'S OFFICIAL PUBLIC RECORDS FILING FEES

(first page) **\$ 25.00** Each additional page or part on which there are marks of any kind LGC § 118.011(a)(1) **\$ 4.00** Each additional name to be indexed in excess of five (5) LGC § 118.011(a)(2) **\$ 0.25**

\$ 5.00: PC: Property Code TX AgC: Texas Agriculture Code HSC: Health & Safety Code FC: Texas Family Code Real Property Recording/Utility Security Instrument/Name Change or Merger Statute Amount Recording Fee (first page) LGC § 118.011

\$ 10.00: Records Management LGC § 118.011(b)(2) **\$ 10.00**

\$ 10.00: Records Archive LGC § 118.011(f)

For filing requirements and additional fees that may be charged, please review the following statutes: Texas Property Code 11.003; 12.001(b), 12.011; Local Government Code 191.007. See Official Public Records Filing Requirements.