



# CSC Submitter Document Bulletin Update

City of Newport, RI is now electronically recording (eRecording) documents through CSC.

Available documents and required fields are listed in the below table.

If this county has not been added to your drop-down list and you'd like to eRecord in this county, please contact your CSC representative.

## General requirements for all documents:

- 2inch top margin required on first page; for all other pages, margins to be a minimum of 1 inch
- Minimum 10-point font required
- Only letter-sized documents accepted at 200 DPI
- Recording hours are M-F, 8:30 a.m. to 3 p.m. (cut-off time, documents can be submitted any time)

## Document type

- Affidavit
- Agreement
- Amendment
- Assignment
- Assignment Of Mortgage
- Attachment
- Certificate
- Declaration
- Deed
- Discharge
- Discharge of Mortgage
- Easement
- Federal Tax Lien
- Foreclosure Deed
- Judgment
- Lease
- Lien
- LIS Pendens
- Mechanics Lien
- Memorandum
- Miscellaneous Other
- Mortgage
- Notice
- Notice of Intention

## Required indexing and attachment

- Consideration amount on deeds
- Transfer tax affidavit attachment



# CSC Submitter Document Bulletin Update

- Order
- Power Of Attorney
- Quit Claim Deed
- Release
- Release Of Federal Tax Lien
- Right of First Refusal
- State Assignment
- State Court Documents
- State Declaration
- State Deed
- State Discharge
- State Easement
- State Lease
- State Lien
- State Partial Release
- State Release
- Tax Certificate
- UCC (1-2 Pages)
- UCC (3 or More Pages)
- UCC Amendment
- UCC Assignment
- UCC Continuation
- UCC Financing Statement
- UCC Partial Release
- UCC Release
- UCC Subordination
- UCC Termination
- Waiver
- Warranty Deed