



# CSC Submitter Document Bulletin Update

Powell, KY 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:

- 2" top margin on page 1. All other margins, including top margin on subsequent pages, to be 1".
- Only letter-sized documents accepted at 300 DPI
- Recording hours are as follows:
  - Monday: 8:30 a.m. – 6:00 p.m.
  - Tuesday: 8:30 a.m. – 4:30 p.m.
  - Wednesday: 8:30 a.m. – 4:30 p.m.
  - Thursday: 8:30 a.m. – 12:00 p.m.
  - Friday: 8:30 a.m. – 6:00 p.m.(cut-off time, documents can be submitted any time)

## Document type

- Affidavit
- Affidavit Of Conversion
- Affidavit Of Descent
- Agreement
- Articles Of Incorporation
- Assignment
- Assignment Of Lien
- Assignment Of Rents And Leases
- Assumed Name
- Declaration
- Deed
- Deed Of Correction
- Deed Release
- Easement
- Encumbrance
- Encumbrance Partial Release
- Encumbrance Release
- Judgment Lien
- Judgment Lien Partial Release
- Judgment Lien Release

## Required indexing and attachment

- Grantor/Grantee for all doc types
- Consideration Amount for Deeds
- Loan Amount for Mortgages



# CSC Submitter Document Bulletin Update

- Land Contract
- Land Use Restrictions
- Lease
- Lease Amendment
- Lease Assignment
- Lease Release
- Limited Partnership
- Lis Pendens
- Lis Pendens Release
- Mechanics Lien
- Mechanics Lien Partial Release
- Mechanics Lien Release
- Miscellaneous
- Mortgage
- Mortgage Amendment
- Mortgage Assignment
- Mortgage Correction
- Mortgage Extension
- Mortgage Modification
- Mortgage Release
- Mortgage With Assignment
- Name Change
- Notary Bond
- Partial Release
- Plat
- Power Of Attorney
- Quit Claim Deed
- Reconveyance
- Release
- Renunciation Of Will
- Restrictions
- Subordination Of Mortgage
- Ucc1 Financing Statement
- Ucc Financing Statement With Assignment
- Ucc3 Amendment
- Ucc3 Assignment
- Ucc3 Continuation
- Ucc3 Termination
- Will