

Toni Rankin
County & District Clerk
Roberts County
P.O. Box 477
Miami, Texas 79059

Phone: 806-868-2341 Fax: 806-868-3381

Address for Courier Delivery: 300 E. Commercial

Office Hours Monday – Friday 8:00 AM – 5:00 PM Closed at noon to 1:00 PM

ROBERTS COUNTY RECORDING SPECIFICATIONS

No electronic filing accepted

Specifications: No wider than 8 1/2" and no longer than 14"; NOT smaller than 8 point font
And must be reproducible; typed or printed name with each signature;

Texas Government Code Section 191.007

Grantee Address Required: Texas Property Code Section 11.003

Original Signature required: Texas Property Code Section 12.0011

Acknowledgements: Information completed with signature, with valid state seal;
Texas Property Code Section 12.001

Affidavits: Jurat, not acknowledgement, Completed with signature, with valid seal
Texas Property Code T.2, Standard 13.10

Recording Fees: 15.00 first page / 4.00 each following/additional page

Requested: A self-addressed postage paid envelope for returning original documents to filer
use own address for return address (your address on sender and receiver)

**** If filer is requesting the document returned by UPS the filer will need to make arrangements for pickup