

RE-RECORDING A DOCUMENT:

Re-recording means that you are submitting the originally recorded document to be recorded a second time. The requirements are:

1. You must submit the previously recorded document. It must be the original document in its entirety. Photocopies of the original document are not accepted.
2. The document must be re-signed and re-acknowledged.
3. The reason for re-recording must be typed on the document.

RECORDING A CORRECTIVE DOCUMENT:

A corrective document is a new document used to correct an error on a previously recorded document. The requirements are:

1. You must submit a new corrective document.
2. The corrective document must have current signatures and acknowledgment.
3. The document number and recording date of the document you are correcting must be typed on the new document.
4. If you are correcting a mortgage, the Treasurer's Receipt number, date paid and amount paid must be typed on the corrective document to avoid paying the MRT a second time.
5. A statement must be typed on the corrective document describing what is being corrected.