

AVOIDING DECLINED DOCUMENTS

1. Complete the Short Form, including all necessary information. This includes information such as document type, real estate value, exemptions and party information.

2. Ensure that the PDF follows all document formatting standards:

- ✓ Black and white
- ✓ Portrait orientation (except for Surveys & Plats)
- ✓ 300 DPI
- ✓ 3-inch top margin on first page
- ✓ Readable from left to right

3. Review the document images and fees before submitting:

- Select the **Attached Document** tab to review the document image.
- Inspect the document content to ensure that it is complete and correct. (i.e. notary stamps and legal descriptions)
- Select the **Review** tab to ensure all the fees listed are accurate.