

## **RECORDING INFORMATION:**

In accordance with Hawaii Administrative Rules Title 13, Chapter 16, Section 4 (c)(d)(e)

The Registrar may refuse to record any instrument, paper, or notice if:

- It is not 8.5" X 11"; or , which contains a schedule, inventory, or exhibit not 8.5" X 11" .
- It will not reproduce legibly under photographic or electrostatic methods.
- An instrument consists of more than one page, and is not single-sided, numbered consecutively, (beginning with number one); or, the total number of pages contained in the document isn't referenced on the first page thereof; or, has any papers or materials secured or attached in any manner that may conceal any written text; or, is not stapled once or fastened in the upper left corner ; or , has a cover or backer attached. The Registrar may remove any rivets affixed to an instrument.
- A self-addressed, correctly-stamped envelope (of appropriate size) does not accompany the instrument.

### **On the first page:**

- The top three and one-half inches (3-1/2") shall be reserved for recording information .
- The following one inch (1") shall be reserved for information showing to whom the recorded document should be returned with the complete mailing address beginning one and one half inches (1-1/2") from the left margin and not exceeding three and one-half inches (3-1/2") per line. (None conforming documents may have a conforming cover sheet attached.)
- Shall identify and include, if possible, the names and addresses of all parties, the type of document, and the tax map key number. (The provision of this paragraph shall not apply to any instrument executed prior to January 1, 1990.)

### **PAYMENTS TO RECORDING OFFICE:**

Cash, check or money orders accepted.

Checks payable to "Bureau of Conveyances"