



Hale County

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Recording of Instruments

The duties of the Recording Division include the recording, indexing and preserving of permanent documents, primarily real estate records. Real Property instruments consist of deeds, mortgages, liens, judgments and anything pertaining to property in Hale County. All recorded documents are public record with the exception of military discharges.

The Alabama Legislature has adopted Ala. Act 2012-494 effective August 01, 2012. This act requires the utilization of **The Real Estate Validation Form (RT-1)** to attest to the actual value or actual purchase price of the subject property. In order for the form to not be required, the following information **MUST** be on the document: Grantor AND Grantees names and mailing addresses, the physical address of the property being conveyed, the actual purchase price paid or the actual value of the property being conveyed which can be assessed from the Tax Assessors Office. **Our office will record the form as part of the instrument recording, so please note that an additional page fee will be included. It is the responsibility of the Attorney or Preparer of the document to provide this sheet and must be filled out completely before recording. This Office is not responsible for this form.**

Note: Even if the document is a tax-exempt recording, the information and /or form will still be required for filing.

Checklist Requirements

1. Instrument prepared by: The name and address of the preparer must be stated on all documents presented for recording
2. Marital Status of Grantors or Mortgagors.
3. Type of instrument
4. Legal Description of property
5. Real Estate Validation Form (required for Deeds)
6. Signature(s) of individuals
7. Notarization
8. Date of Document
9. Mortgage amount on Mortgages
10. No Double-sided documents are accepted

*****For Executors Deeds and Personal Representative Deeds: an Original or Certified copy of the Will or Letters of Testamentary must be filed in this office.**

A self-addressed, stamped envelope is required with all mailed documents. Unrecorded documents sent back for any reason without an envelope will incur a mailing fee. *** Documents have a two week turnaround time. Documents should be legible originals or certified copies. Please call the Probate Office if you should have any questions or problems computing your fees and ask for Cynthia Smith, Recording Clerk

*****Please retain a copy of this sheet for your files***
For online documents go to: Ingrecom.com**

Update to Fees effective November 01, 2025

Real Property Recording Fees	
Mortgage Tax (round to next \$100)	\$1.50 per \$1000 + \$.15 per \$100
Deed Tax (round to next \$500)	\$1.00 per \$100 + \$.50 per \$500
Basic Recording Fees	
First Page Fee (ALL DOCUMENTS)	\$11.00
Each Additional Page	\$3.00
Extra indexes or References***	\$3.00
Additional fee for indexing each name in excess of two entries in the direct index or two entries in the reverse index.	
Additional fee for releasing more than one book and page number. ***	
***As of January 01, 2021 All Corporation Recordings must be sent directly to the Secretary of State	
Corporation Fees	
Miscellaneous Corporations	\$11.00 first page
UCC Filings	
(accepted only if pertaining to or attached to real property) Even if it's an exempt entity the indebtedness amount must be on document	
Initial Financing Statement	\$20.00 + \$3.00 additional pages
Continuation	\$15.00
Amendment	\$15.00
Assignment	\$15.00
Partial Releases	\$15.00
Terminations	\$0.00
Tax Liens	
Federal Tax Lien Filing	\$11.00
Federal Tax Lien Release	\$14.00
State Lien Filing	Exempt
State Lien Release	\$14.00
Leases	
(Tax is calculated by multiplying the annual rental amount by the term of lease to get the amount of taxable rent, then multiplying that amount by the percentage to get the amount for determining deed tax.)	
Mineral Documentary Tax	\$.15 per net mineral acre on any deed (minimum is \$1.00) When minerals are conveyed tax is based on the total consideration (minimum is \$.50) \$.10 per royalty acre on a 10-year lease \$.10 per royalty acre on a 10-20 year lease \$.15 per royalty acre on 20 years or more lease
Mineral Lease Tax	\$.50 per net mineral acre (minimum is \$1.00) + deed tax based on consideration (minimum is \$.50)
Miscellaneous Fees	
Copies (per Page)	\$1.00
Email & Fax Fees	\$3.00 first page + \$1.00 each additional
Certification Fee	\$3.00 first page + \$1.00 each additional per document
Notaries/State Blanket Bonds/Miscellaneous Bonds	\$5.00 Oaths \$10.00 Application Fee \$57.00 Recording Fee
Notary Certification	\$5.00 first page + \$1.00 each additional
Deed Correction Fee or Additions	\$14.00 first page + \$.50 (minimum deed tax) + \$1.00 No-Tax Stamp Fee+ \$3.00 per stamp and/or extra page fee
Mortgage Correction Fee or Additions	\$14.00 first page + \$3.00 per stamp and/or extra page fee
Plat Maps	\$21.00 first <u>two</u> lots + \$1.00 each additional lot + \$3.00 additional pages Maps must be on 8 1/2 x 11 or 8 1/2 x 14 paper
Research Fee	This office does not perform researches
Assignments, Judgment Releases, Lien Releases, Mortgage Releases, Foreclosures etc..	\$14.00 first page + \$3.00 each additional ***Refer to extra indexes & additional fees***
Oaths of Office/Amendments/Resignations	\$5.00
All Deeds (Personal Rep./Executors Deeds, etc...)	\$.50 deed tax minimum
Exempt Mortgages (ex: Credit Unions)	\$1.00 No Tax Collected Fee
Name Indexing Fee	\$1.00 each additional above two parties
Mailing Fee***	\$2.00 for regular envelopes \$4.00 for large envelopes
Municipal Elections	
Oath of Office	No Charge
Declaration of Candidacy	No Charge
Certificate of Results	No Charge

