



Whatcom County
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County Auditor

Document Reject Reasons

Return Address	Address where the document is to be returned must be in the upper left corner of the top three-inch margin on the first page.
Document Title	Submitted under incorrect title, please resubmit with the title which closely matches your document type.
Grantor/Grantee	Grantor and/or Grantee is missing from the first page/coversheet.
Missing Trustee	Trustee must be listed on the first page/coversheet.
Missing Borrowers	Original borrowers must be on the first page/coversheet.
Missing Lender	Lender must be listed on the first page/coversheet.
Reference Number Missing	Reference numbers of previously recorded documents, pertaining to this document, must be on the first page/coversheet. Documents recorded prior to June 2, 1997 include a volume, page, and Auditor File number. Documents recorded after June 2, 1997 consist of a 10 digit Auditor File number.
Reference Number Incorrect	Reference number provided is not correct and must be on the first page/coversheet. Documents recorded prior to June 2, 1997 include a volume, page, and Auditor File number. Documents recorded after June 2, 1997 consist of a 10 digit Auditor File number.
Abbreviated Legal Description Missing	Abbreviated or complete legal description must be on the first page/coversheet. "See Attached" or "See Exhibit" is not acceptable. If using the abbreviated legal description on the first page you will need to reference on the first page where the full legal description is located. The abbreviated legal is: 1) Lot, Block, & Plat; OR 2) Quarter, Quarter, Section, Township, Range; OR 3) Unit, Building, Phase, & Condo Name.
Abbreviated Legal Description Incomplete	The abbreviated legal description provided on the first page is incomplete. The abbreviated legal is: 1) Lot, Block, & Plat; OR 2) Quarter, Quarter, Section, Township, Range; OR 3) Unit, Building, Phase, & Condo Name.
Assessor's Geo-Parcel Number Missing	The Assessor's 16 digit geo-parcel number is missing and must be on the first page/coversheet. The geo-parcel number can be obtained from the Whatcom County Assessor's Office (360-676-6790).
Assessor's Geo-Parcel Number Incorrect	The Assessor's 16 digit geo-parcel number is incorrect and must be on the first page/coversheet. The geo-parcel number can be obtained from the Whatcom County Assessor's Office (360-676-6790).

Document Format	This document does not meet Washington State format requirements. The first page of your document must include the return address, document title, grantor/grantee, reference number(if applicable), legal description, and parcel number. Recording requirements can be found at www.whatcomcounty.us/auditor
Margins	A 3 inch margin is required at the top and 1 inch margins on the bottom and sides of page 1 one. All other pages require 1 inch margins on all sides. Margins must be clear of marks, text, and printing. A standard coversheet may be used to meet these formatting requirements. The standard coversheet may be found at www.whatcomcounty.us/auditor
Emergency Non-Standard Recording	Document does not meet formatting requirements. You may avoid reformatting by recording this document as an emergency non-standard document per RCW 65.04.048. A surcharge of \$50.00, plus \$1.00 for the coversheet, will be charged in addition to all other applicable recording fees. Indexing information is still required. An emergency non-standard coversheet must be filled out and signed. The emergency non-standard coversheet may be found at www.whatcomcounty.us/auditor
Excise Tax Clearance	This document needs excise tax clearance before it can be recorded. Documents requiring excise tax clearance cannot be electronically recorded at this time.
Illegible	All text, seals, drawings, signatures, and other content within the document must be of sufficient color and clarity to ensure legibility of the document. Ink must be dark enough to show up on a computer screen and writing must be decipherable and legible enough for indexing purposes.
Font Size	Font size must be no smaller than 8-point font.
Signatures	Signature is missing.
Wrong County	The reference number and/or legal description are not related to this county.
Request for Reconveyance	The "Request for Reconveyance" is not usually recorded. This document is typically directed to the Trustee.
Re-Recorded Document	When re-recording a document, the first page must state "Re-Recorded" below the top three inch margin and the reason for re-recording. (i.e. to correct legal description)
Multi-Title Document	Document contains multiple titles. The fee for recording multiple transactions contained in one instrument is calculated for each transaction requiring separate indexing as required under RCW 65.04.050.
Document Not Eligible for Electronic Recording.	County does not accept this type of document through electronic recording.
Multiple reject reasons	Multiple errors were found on this document.
Pulled with order	Dependent document pulled with the problem document
Free form	