



Larry Swales

RANKIN COUNTY CHANCERY CLERK

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SEPTEMBER 10, 2015

**NEW DOCUMENT FORMATTING STANDARDS
EFFECTIVE JULY 1, 2009**

PLEASE FIND ATTACHED A SAMPLE OF THE FIRST PAGE AS
REQUIRED IN HOUSE BILL 475 THAT BECOMES EFFECTIVE JULY 1, 2009:

1. PAGES TO BE PRINTED ON ONE SIDE ONLY.
2. PAGES NOT PERMANENTLY BOUND.
3. PAGES NOT IN CONTINUOUS FORM.
4. NO ATTACHMENT STAPLED OR AFFIXED TO ANY PAGE (EXCEPT AS NECESSARY TO COMPLY WITH STATUTORY REQUIREMENTS.)
5. INDIVIDUAL PAGES MAY BE STAPLED TOGETHER.
6. A FIRMLY ATTACHED LABEL WITH A BAR CODE OR RETURN ADDRESS MAY BE ACCEPTED FOR RECORDING.
7. PRINT OR TYPE MUST BE IN A FONT NO SMALLER THAN 8 POINT.
8. FONT SMALLER THAN 8 POINT SHALL BE ACCOMPANIED BY AN EXACT TYPEWRITTEN OR PRINTED COPY THAT MEETS THE 8 POINT MINIMUM.
9. SUFFICIENT LEGIBILITY TO PRODUCE CLEAR REPRODUCTION, IF NOT SHALL BE ACCOMPANIED BY AN EXACT TYPEWRITTEN OR PRINTED COPY THAT MEETS THIS REQUIREMENT, RECORDED AS ADDITIONAL PAGES.
10. NOT TO BE ON PAPER OF LESS THAN TWENTY POUND PAPER.

11. ALL TEXT SUFFICIENT COLOR AND CLARITY TO READ WHEN REPRODUCED.
12. SIGNATURES IN BLACK OR BLUE INK SUFFICIENT COLOR AND CLARITY TO READ WHEN REPRODUCED.
13. TYPING, PRINTING OR STAMPING A NAME SHALL NOT INTERFERE WITH ANY PART OF THE DOCUMENT.
14. FAILURE TO PRINT OR TYPE SIGNATURE DOES NOT INVALIDATE DOCUMENT.
15. FIRST PAGE OF DOCUMENT:
 - A. TOP MARGIN OF 3 INCHES.
 - B. OTHER MARGINS $\frac{3}{4}$ INCH.
 - C. NONESSENTIAL INFORMATION MAY BE PLACED IN "OTHER MARGINS."
 - D. NO LIABILITY FOR SEAL OR INFORMATION THAT EXTENDS BEYOND MARGIN.
 - E. INFORMATION BELOW 3 INCH TOP MARGIN:
 1. NAME, ADDRESS AND TELEPHONE NUMBER OF THE INDIVIDUAL WHO PREPARED THE DOCUMENT.
 2. RETURN ADDRESS.
 3. TITLE OF THE DOCUMENT OR INSTRUMENT.
 4. ALL GRANTORS' NAMES.
 5. ALL GRANTEEES' NAMES.
 6. ADDRESSES AND PHONE NUMBERS OF GRANTORS AND GRANTEEES AS REQUIRED BY SECTION 27-3-51.
 7. LEGAL DESCRIPTION OF THE PROPERTY OR INDEXING INSTRUCTION PER SECTION 89-5-33 (3). IF THERE IS INSUFFICIENT SPACE ON THE FIRST PAGE FOR THE ENTIRE LEGAL DESCRIPTION OR THE ENTIRE INDEXING INSTRUCTIONS, IMMEDIATELY SUCCEEDING PAGES SHALL BE USED.
16. EXEMPT DOCUMENTS:
 - A. DOCUMENT OR INSTRUMENT EXECUTED BEFORE JULY 1, 2009.
 - B. MILITARY SEPARATION DOCUMENT OR INSTRUMENT.
 - C. DOCUMENT OR INSTRUMENT EXECUTED OUTSIDE THE U.S.
 - D. CERTIFIED COPY OF A DOCUMENT OR INSTRUMENT ISSUED BY A COURT OR

GOVERNMENTAL AGENCY, INCLUDING A VITAL RECORD.

E. DOCUMENT OR INSTRUMENT WHERE ONE OF THE ORIGINAL PARTIES IS DECEASED OR OTHERWISE INCAPACITATED.

F. DOCUMENT OR INSTRUMENT FORMATTED TO MEET COURT REQUIREMENTS.

G. FEDERAL-TAX LIEN.

H. A FILING UNDER THE UNIFORM COMMERCIAL CODE.

17. DOCUMENTS THAT SUBSTANTIALLY DO NOT CONFORM TO THE FORMAT STANDARDS-ADD \$10.00 (NOT CHARGED ON EXEMPTED DOCUMENTS.)

18. FAILURE TO CONFORM TO FORMAT STANDARDS DOES NOT AFFECT THE VALIDITY OR ENFORCEABILITY OF THE DOCUMENT.

“EXAMPLE”

Prepared by:
LAW FIRM. PLLC
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Brandon, Mississippi 39043
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(601) 591-2222 -Facsimile

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LAW FIRM. PLLC
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INDEXING INSTRUCTIONS: LOT 251, BARNETT BEND IIIA. RANKIN COUNTY. MISSISSIPPI

WARRANTY DEED

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00) cash in hand
paid and other good and valuable consideration, the receipt and sufficiency of which is hereby

acknowledged, I,

**John Smith
&
Jane Smith**
202 Country Cove
Brandon, MS 39047
(601) 555-0123

do hereby grant, bargain, sell, convey and warrant to

**John Doe
&
Jackie Doe**
123 Winter Dr
(601) 555-3456

the following described property situated in Rankin County, Mississippi, to-wit:

LOT 251, BARNETT BEND IIIA. a subdivision according to a map or plat thereof on file and of record in the office of the Chancery Clerk of Rankin County at Brandon, Mississippi, in Plat Cabinet C at Slots 325 and 326 thereof, reference to which map or plat is hereby made in aid of and as a part of this description.

This conveyance is subject to all zoning ordinances, protective covenants, building restrictions, mineral reservations and conveyances, and rights-of-way or easements of record affecting said property.

It is understood and agreed that ad valorem property taxes for the current year have been prorated as of the date of this conveyance on an estimated basis. When said taxes are actually determined, if the proration is incorrect, then Grantors agree to pay to Grantee or their successor any deficiency on an actual proration, and likewise Grantee agrees to pay to Grantors or their successors any amount overpaid by them. Grantor by executing this deed, and Grantee by accepting this deed, agree that if the proration of taxes, homeowners assessments, or the like are incorrect or omitted, then they agree to immediately reimburse the party to whom reimbursement is due outside of and after closing and without any assistance from the firm/attorney preparing this deed. Grantee has been advised that if they desire to file for homestead exemption, then they should immediately contact the Rankin County Tax Assessor's Office.

WITNESS OUR SIGNATURES, this the day of December, 2014.

John Smith

Jane Smith

STATE OF MISSISSIPPI
COUNTY OF RANKIN

PERSONALLY appeared before me, the undersigned authority in and for the said county and state, on this 9th day of December, 2014, within my jurisdiction, the within named **John & Jane Smith**, who acknowledge that they executed the above and foregoing instrument.

NOTARY PUBLIC

MY COMMISSION EXPIRES:
