

Filing Fees & Document Particulars (A - K)

Service	Description	Fees
<p style="text-align: center;">AFFIDAVIT IN AID OF TITLE</p>	<p>This document is filed to clear up a problem in the chain of title. Document must have signature of the Affiant (KRS 382.135), signature notarized (KRS 382.130), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). This document must be filed in the County Clerk's office of the county where the property is located (or the greater part). KRS 382.110.</p>	<p style="color: red;">FILING FEE: \$13.00 KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p style="text-align: center;">AFFIDAVIT IN SUPPORT OF TITLE</p>	<p>This document is filed to clear up a problem in the chain of title. Document must have signature of the Affiant (KRS 382.135), signature notarized (KRS 382.130), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). This document must be filed in the County Clerk's office of the county where the property is located (or the greater part). KRS 382.110.</p>	<p style="color: red;">FILING FEE: \$13.00 KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p style="text-align: center;">AFFIDAVIT OF CONVERSION TO REAL ESTATE</p>	<p>This document is filed to execute a conversion of a manufactured home (mobile home) permanently to real estate. The Kentucky title must first be free of lien notations. Document must have signature of the owner(s), signature(s) notarized (KRS 382.130), and return mail address (KRS 382.335 & KRS 382.240). A preparation statement (KRS 382.335) is not required. The Deed Book and Page Number of the property where the manufactured home is to be permanently affixed must be referenced; no legal description (as that required in a Deed) is required. The document along with a copy of the surrendered title is filed in the Miscellaneous book with the owner(s) indexed as the Party One/Grantor. Linking of the document to the Deed Book and Page source is helpful. This document must be filed in the County Clerk's office of the county where the property is located (or the greater part). KRS 382.110.</p>	<p style="color: red;">FILING FEE: \$16.00</p>
<p style="text-align: center;">AFFIDAVIT OF DESCENT</p>	<p>Document must be: signed by the affiant and signature notarized (KRS 382.130). The document must have a preparation statement and a return mail address (KRS 382.335 & 382.240). The affidavit, per KRS 382.120, must have:</p> <ul style="list-style-type: none"> • Name of the ancestor • Date of the ancestor's death • The marital status of the ancestor and, if married, the name of the surviving spouse and his or her mailing address. • The place of residence of the ancestor at time of death • The fact that the ancestor died intestate • The names, ages and address, as far as is known, of each heir at law and next of kin who by the ancestor's death inherited such real property and the relationship of each to the ancestor and the interest in such real property inherited by each. 	<p style="color: red;">FILING FEE: \$13.00 KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>

<p>AFFIDAVIT OF HEIRSHIP</p>	<p>Document must be: signed by the affiant and signature notarized (KRS 382.130). The document must have a preparation statement and a return mail address (KRS 382.335 & 382.240). The affidavit, per KRS 382.120, must have:</p> <ul style="list-style-type: none"> • Name of the ancestor • Date of the ancestor's death • The marital status of the ancestor and, if married, the name of the surviving spouse and his or her mailing address. • The place of residence of the ancestor at time of death • The fact that the ancestor died intestate • The names, ages and address, as far as is known, of each heir at law and next of kin who by the ancestor's death inherited such real property and the relationship of each to the ancestor and the interest in such real property inherited by each. 	<p>FILING FEE: \$13.00 KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p>AFFIDAVIT OF REAL PROPERTY TRANSFER UNDER WILL</p>	<p>This document is filed by the personal representative of the estate prior to the closing of the estate. The affidavit, per KRS 382.135, section 4, must have the names and addresses of persons receiving each property passing by will or interstate succession and the full fair market value of each property as estimated or established for any purpose in the handling of the estate. The document must have a signature by the personal representative (KRS 382.335), signature notarized (KRS 382.130), should list the properties being transferred by either address or legal description or both (Common Law & OAG 81-100), preparation statement, return mail address, the Will Book reference should be included if the transfer is the result of an intestate succession (KRS 382.110), Preparation Statement (KRS 382.335), and return mail address (KRS 382.335 & KRS 382.240).</p>	<p>FILING FEE: \$13.00 KRS 64.012, exceeding three (3) pages \$3.00 per page.</p>
<p>ARTICLES OF INCORPORATION</p>	<p>The document must be executed by one of the officers authorized in KRS 271b.1-200 and must be filed with the Secretary of State's office. The County Clerk must be presented with one exact or conformed copy having the stamp of the Secretary of State. The document may be (but is not required to be) acknowledged. The preparation statement called for in KRS 382.335 is not required, although most will contain it.</p>	<p>FILING FEE: \$11.00 KRS 64.012, exceeding three (3) pages, \$3 per page.</p>
<p>ASSIGNMENTS</p>	<p>This instrument is generally lodged when a mortgage holder transfers his interest in a mortgage to another. The document must have the following: first party (assignor) KRS 382.290, second party (assignee) and their mailing address (per KRS 382.430, sect. 2), the name of the party or parties who executed the original mortgage KRS 382.290, the mortgage book and page reference where the mortgage is lodged for record (KRS 382.290), a preparation statement KRS 382.335, a return mail address (KRS 382.335 & KRS 382.240), and filing fee (KRS 382.290, section 5). The document must be signed by the assignor and notarized.</p>	<p>FILING FEE: \$13.00 KRS 64.012, exceeding three (3) pages, \$3 for each additional page and includes one book/page (original document) reference. A \$4 fee is applicable for each additional book/page reference.</p>
<p>ASSIGNMENT OF RENTS AND/OR LEASES</p>	<p>The document must have the following information: first party (KRS 382.335 & KRS 382.430), second party (KRS 382.290), second party address (KRS 382.290), source of title (KRS 382.110), legal description (Common Law and OAG 81-100), maturity date (OAG 80-3 & KRS 382.330), a Preparation Statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). The document must be signed and acknowledged by the borrower.</p>	<p>FILING FEE: \$17.00 KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>

<p style="text-align: center;">ASSUMED NAMES</p>	<p>a/k/a DBA (doing business as) or Fictitious Name Filing, KRS 365.015. The document must have the name being assumed (KRS 365.015), the real name and address of the individual or entity assuming the name. A domestic general partnership must include the real name of each partner (KRS 365.015). The document must be filed in county where the entity is deemed a resident under provisions of KRS 355 (see KRS 355.401 for specific requirements). The return mail address also has to be included (KRS 382.335 & KRS 382.240). Assumed names may or may not have a Preparation Statement (KRS 382.335). The document must be executed per KRS 365.015 as follows:</p> <ul style="list-style-type: none"> • Individual - by the individual • Partnership - by at least one authorized partner • Limited liability partnership - by at least one partner authorized to do so by the partners • Limited partnership - by a general partner • Limited liability company - by a member or manager authorized to act for the limited liability company • Business trust - by the trustees • Corporation - by a person authorized to act for the corporation 	<p style="text-align: center;">FILING FEE: \$13.00, KRS 64.012</p>
<p style="text-align: center;">ASSUMED NAME RENEWALS</p>	<p>Assumed names are effective for 5 years from the date of registration and can be renewed by filing a renewal certificate 6 months prior to the expiration or renewal date. The filing requirements are the same as for the original.</p>	<p style="text-align: center;">FILING FEE: \$11.00, KRS 64.012</p>
<p style="text-align: center;">ASSUMED NAME WITHDRAWALS</p>	<p>Assumed name withdrawals are done in a similar manner per KRS 365.015, section 4 with the additional information of "date the original was filed" as a requirement.</p>	<p style="text-align: center;">FILING FEE: \$11.00, KRS 64.012</p>
<p style="text-align: center;">ASSUMPTION AGREEMENT</p>	<p>a/k/a Mortgage Assumption Agreement. This document is recorded when someone is assuming or taking over the obligation to repay a mortgage debt executed by another. The document must have the first party and their mailing address (KRS 382.335 & KRS 382.430), second party and mailing address (KRS 382.520), description of the mortgage to be assumed (KRS 382.520), reference of the original mortgage usually contains the legal description as well (Common Law and OAG 81.100), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240).</p>	<p style="text-align: center;">FILING FEE: \$17.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p style="text-align: center;">BAIL BONDS (PROPERTY BONDS AS SURETY)</p>	<p>Filed when a property owner pledged his property as surety to secure the release of a prisoner from jail. The document must have: first party (KRS 431.535), second party (KRS 431.535), address or legal description or both of the property being used as surety (KRS 431.535) and the copy of the bond and schedule of real estate being filed must be certified by the circuit clerk of court requiring the bond (KRS 431.535).</p>	<p style="text-align: center;">FILING FEE: \$28.00</p>

<p align="center">BOND TO RELEASE A MECHANICS LIEN</p>	<p>The owner or claimant of property against which a lien has been asserted under KRS 376.100 may at any time before a judgment has been rendered enforcing the lien, execute before the County Clerk where the lien was filed, a bond for double the amount of the lien claimed with good sureties to be approved by the clerk. The document must have:</p> <ul style="list-style-type: none"> • The name of the party asserting the lien • The name of the party the lien is against • The surety bond must be attached to the release • There must be a place on the document for the clerk's approval of the surety. • The bond must be double the amount of the lien. • A Preparation Statement KRS 382.335 • Reference where the lien is recorded (the book and page) • Legal description • Return mail address 	<p align="center">FILING FEE: \$27.00, KRS 64.012</p>
<p align="center">CHILD SUPPORT LIEN - IN STATE</p>	<p>KRS 205.715--205.800 - A lien filed in favor of the Cabinet for Human Resources against all real and personal property of the obligor. This lien is to be filed as a Lis Pendens and only in the real estate records of the County Clerk's office. The document must have:</p> <ul style="list-style-type: none"> • First party - the person or entity asserting the lien • Second party - the person or persons upon whom interest in the property the lien is being filed against • The document must state the action number and the court in which the action is pending. • Preparation statement • Return mail address <p>Document must be signed by the person or entity asserting the lien or their attorney or agent. The signature does not need to be notarized.</p>	<p align="center">FILING FEE: \$5.00 KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p align="center">CHILD SUPPORT LIEN - OUT OF STATE</p>	<p>KRS 205.715--205.800 - A lien to enforce a child support obligation, which is created in another state, shall be enforceable against all real and personal property of the obligor located in this state. This lien is to be filed as a Lis Pendens and only in the real estate records of the County Clerk's office. The document must have:</p> <ul style="list-style-type: none"> • First party - the person or entity asserting the lien • The signature must be certified • Second party - the person or persons upon whom interest in the property the lien is being filed against • The document must state the action number and the court in which the action is pending. • Preparation statement • Return mail address 	<p align="center">FILING FEE: \$13.00 KRS 205.715</p>

<p>CONDOMINIUM DEEDS</p>	<p>The document must have the first party and their tax mailing address (KRS 382.135), second party and tax mailing address (KRS 382.135), description (unit number, description, etc.)(KRS 381.840), state that the property is a "condominium unit", source of title (KRS 381.840), Preparation Statement (KRS 382.335), consideration certificate (KRS 382.135), and return mail address (KRS 382.335 & KRS 382.220). The deed must be signed and the signatures acknowledged (notarized) by the grantors, the consideration statement must be signed and the signatures notarized by the grantor and grantee (KRS 382.135 & KRS 382.130). Transfer tax is collected on the consideration in the deed per KRS 142.050. The tax is computed at the rate of \$.50 for each \$500 of value or fraction thereof.</p>	<p>FILING FEE: \$17.00 KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p>CONDOMINIUM MORTGAGES</p>	<p>The document requires first party and mailing address (KRS 382.335 & KRS 382.430), second party (KRS 382.110), amount of the mortgage (KRS 382.330), maturity date (except for revolving credit accounts)(KRS 382.330), legal description of the property (Common Law AND OAG 81.100), preparation statement (KRS 382.335) and return mail address (KRS 382.335 & KRS 382.240). The document must be signed and the signatures acknowledged (KRS 382.130).</p>	<p>FILING FEE: \$16.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p>CONDOMINIUM PLATS (FLOOR PLANS)</p>	<p>Simultaneously with the recording of the Master Deed (Lease) there shall be filed in the office of the County Clerk a set of the floor plans of the building or buildings (KRS 381.835). Condo plats (floor plans) require:</p> <ul style="list-style-type: none"> • The layout, location, unit numbers and dimensions of the units • The name of the property or that it has no name • Certification from a registered architect or professional engineer that the plans fully and accurately depict the layout, location, unit numbers and dimensions of the units as built 	<p>FILING FEE: \$20.00, KRS 64.012</p>
<p>CONSIDERATION CERTIFICATE</p>	<p>Provides that a statement of consideration be on virtually all deeds. The statement shall be sworn and notarized by both parties as to the true consideration in the deed. A statement of the full consideration is required on all deeds except for the following:</p> <ul style="list-style-type: none"> • Deeds which only convey utility easements; • Deeds which transfer property through a court action pursuant to a divorce proceeding; • Deeds that convey right-of-ways that involve governmental agencies; • Deeds which convey cemetery lots; and • Deeds which correct errors in previous deeds, conveying the same property, from the same grantor to the same grantee. 	<p>No Fees Listed</p>
<p>DECLARATION OF TRUST</p>	<p>a/k/a Trust Agreement or Agreement of Trust. The document must have the following:</p> <ul style="list-style-type: none"> • First party - the individual(s) who is establishing the trust • Second party - name of the trust and or the trustee • The trustee(s) • Preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) <p>The document is to be filed with the Secretary of State's office and the County Clerk's office.</p>	<p>FILING FEE: \$16.00, KRS 386.420, KRS 64.012. *The statute does not provide for a fee for extra pages.</p>

<p style="text-align: center;">DEEDS</p>	<p>The document must have the following information: first party and their tax mailing address (KRS 382.135), second party and their tax mailing address (KRS 382.135), a consideration statement (KRS 382.135), legal description (Common Law AND OAG 81-100), source of title (KRS 382.110), a preparation statement (KRS 382.335) and a return mail address (KRS 382.335 & KRS 382.240). The document must be signed and acknowledged by the grantors. The grantor signs the deed and both the grantor and grantee must sign the consideration statement and the consideration statement must be notarized. The document is filed in the deed book and indexed in the general index to deeds and mortgages under both parties. Transfer tax is collected on the consideration in the deed (KRS 142.050). The tax is computed at the rate of .50 for each \$500 of value or fraction thereof. KRS 142.050 lists types of deeds which are exempt from this tax as well as the Consideration Certificate. Transfer tax applies to the value listed in the deed and is imposed upon the grantor. Exemptions are listed in KRS 142.050.</p>	<p style="color: red;">FILING FEE: \$17.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p style="text-align: center;">DEED OF CORRECTION</p>	<p>The document must have the following information: first party and their tax mailing address (KRS 382.135), second party and their tax mailing address (KRS 382.135), legal description (Common Law AND OAG 81-100), source of title (KRS 382.110), a preparation statement (KRS 382.335) and a return mail address (KRS 382.335 & KRS 382.240). The reason for the correction must be apparent. The document must state that it is a deed of correction and must refer to the deed it is correcting. The document must be signed and acknowledged by the grantor, and filed in the clerk's office of the county where the property is located (or the greater part). The document is filed in the deed book and indexed in the general index to deeds and mortgages under both parties. Transfer tax is only collected if the consideration amount has changed (KRS 142.050). The tax is computed at the rate of .50 for each \$500 of value or fraction thereof. KRS 142.050 lists types of deeds which are exempt from this tax as well as the Consideration Certificate. Transfer tax applies to the value listed in the deed and is imposed upon the grantor. Exemptions are listed in KRS 142.050.</p>	<p style="color: red;">FILING FEE: \$13.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p style="text-align: center;">DEED OF RESTRICTIONS</p>	<p>a/k/a Deed of Restrictions and Covenant or Deed of Covenants and Restrictions or Deed of Restrictive Covenants Document is filed in the deed book or the condominium deed book, if it applies to a condominium and a separate deed book is maintained. The document must have a description of the property the restrictions are being placed upon, preparation statement (KRS 382.335), and a return mail address (KRS 382.335 & KRS 382.240).</p>	<p style="color: red;">FILING FEE: \$13.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p style="text-align: center;">DISCLAIMERS - WILL</p>	<p>Disclaimers shall be filed in district court, however if real property or interest therein is disclaimed, an attested copy of the disclaimer filed in district court may be recorded in the office of the County Clerk of the county in which the real estate is situated. (KRS 394.620)</p>	<p style="color: red;">FILING FEE: \$9.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p style="text-align: center;">EASEMENTS</p>	<p>The document must have first party and their tax mailing address (KRS 382.135), second party and their tax mailing address (KRS 382.135), a consideration statement signed by both parties and notarized (KRS 382.135), legal description (Common Law And OAG 81-100), address of each parcel, source of title (KRS 382.110), a preparation statement (KRS 382.335) and a return mail address (KRS 382.335 & 382.240). Documents which convey only utility easements do not require a consideration statement.</p>	<p style="color: red;">FILING FEES: \$17.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page, and includes one book/page (original document) reference.</p>

<p>FEDERAL TAX LIENS AND RELEASES</p>	<p>a/k/a IRS liens and releases. The IRS records these documents. The liens (first party is the taxpayer the lien is against) are filed per KRS 382.480 and the releases (first party is the IRS) per KRS 382.490.</p>	<p>FILING FEE: \$12.00 (both liens and releases), KRS 64.012. *Note: On rare occasions, the IRS will release more than one reference in a release.</p>
<p>FIXTURE FILING</p>	<p>Original filing must contain:</p> <ul style="list-style-type: none"> • The debtor’s name and mailing address • The secured party’s name and mailing address • The property owner’s name if other than the debtor • A description of the real property to which the collateral is related. 	<p>FILING FEE: \$29.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>
<p>JUDGMENT LIEN</p>	<p>a/k/a Notice of Execution. The document must have the following:</p> <ul style="list-style-type: none"> • The person or entity receiving the judgment (KRS 382.440) • The person or entity whom the judgment is against (KRS 382.440) • Amount of judgment, including principal, interest rate, court costs and attorney fees (KRS 426.720) • Court of record entering the judgment (KRS 426.720) • Civil action number of the case (KRS 426.720) • The judgment must include the language of KRS 427.060 and KRS 426.720, section 3 • Preparation statement (KRS 382.335) • Return mail address (KRS 382.335 & KRS 382.240) <p>The document must be signed by the judgment creditor or his attorney. The signature does not need to be notarized.</p>	<p>FILING FEE: \$13.00, KRS 64.012, exceeding three (3) pages, \$3.00 per page.</p>