

Requirements for filing covenants in DeSoto County

1. Filing fees - \$11.00 for the first 15 pages of covenants and includes first sectional indexing. Please add \$1.00 per page for each additional page. Add \$1.00 for each additional section or subdivision lot and each additional book and page.
2. If the legal description is on a page by itself, make sure that that page is the last one of the document. The legal description is incomplete if it does not have the following:
 - Lot in the subdivision
 - Lot number
 - Subdivision name, Section and/or Phase
 - Section/township/range
 - Plat book/page
 - Acreage in county
 - Quarter section
 - (must say $\frac{1}{4}$ or “quarter”)
 - Section/township/range
3. Leave two inches of space in the upper right hand corner blank for county recording information (on each page).
4. If notary seals are inked, be sure it is dark enough to be clearly read when scanned or Photostatted.
5. Information about the preparer is required, including: name, address, telephone number. Wording is as follows: Prepared by_____.
6. The grantor’s information is required:
Name, address, 2 telephone numbers for residences and 1 for companies (please write N/A if no second number is available).
7. Grantee’s information is required:
Name, address, 2 telephone numbers for residences and 1 for companies (please write N/A if no second number is available).
8. FYI-The codes placed on a document by this office to the right or left of the time stamp means:
 - First initial – document indexed
 - Second initial – document scanned
 - Third initial – document abstracted

- If the third set of initials is zero, this means there is a problem with legal, preparer's information, signature dates, etc. and the document needs to be corrected and returned for re-recording. There will be a note from the Chancery Clerk's office stating the nature of the problem.

9. For more information go the DeSoto County website at www.desotoms.info