



RECORDING TRANSMITTAL

Lee County Clerk of Courts Official Records Services

AGENT INFORMATION	
Today's Date:	
Agent Code:	
Name:	
Address:	
Phone Number:	
Email:	

Add overage or deduct shortage from our Escrow Account: YES NO

Please Record the Following Document in the Exact Order Listed:

	Document Type	# of Pages	# of Names	Fee Consideration	Fee Amount	Check #
# 1						
# 2						
# 3						
# 4						
# 5						
# 6						
# 7						
				Total Fees		

Return Documents via: Courier Mail Other _____

SPECIAL INSTRUCTIONS FOR THE ABOVE DOCUMENTS (Please indicate document #)

Please Note:

- Indexing fees for recording are \$1.00 per name after 4 names (first four names are no charge)
 - Example: John¹ and Jane Doe², husband and wife, to John³ and Jane⁴ Doe Trustee of the Doe Family⁵ Trust. This is 5 names so indexing fee would be \$1.00.
- Self-addressed stamped envelope must be provided if documents are to be returned via mail

Official Records Services

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Phone: (239) 533-5007 | www.LeeClerk.org