

CREATING A “NOT TO EXCEED” CHECK

1027

#1 _____ DATE

#2 _____ \$ #3 _____

#4 _____ #5 _____

22222222 000 555 1027

KEY TO THE ABOVE NUMBERED ITEMS

1. INSERT CURRENT DATE
2. PAYEE:(I WILL HAVE YOU INSERT THE COUNTY RECORDER NAME FOR THE COUNTY WHERE YOUR REAL ESTATE IS LOCATED”
3. LEAVE THESE BOTH BLANK. THE COUNTY RECORDER WILL CALCULATE THE RECORDING FEES AND FILL THESE SECTIONS IN
4. INSERT “NTE \$ _____” OR “NOT TO EXCEED \$ _____”AND I WILL INSTRUCT WHAT DOLLAR AMOUNT TO WRITE IN THERE
5. SIGN YOUR CHECK

This will create a check that the Recorder’s Office can use to process any documents I send in to be recorded.