

RUNNELS COUNTY

JENNIFER HOFFPAUIR
County Clerk, Runnels County
613 Hutchings Ave., Rm. 106
Ballinger, Texas 76821
Phone 325.365.2720
Fax 325.365.3408



Linda Gully, Chief Deputy Clerk
Cecelia Tarr, Deputy
Christi Langston, Deputy

RUNNELS COUNTY COURTHOUSE
613 Courthouse Square
Ballinger, Texas 76821

Recording Requirements

- Documents must be the original or a certified copy.
- Documents must have original signatures and have their name printed legibly or typed below the signature.
- There must be a completed original notary acknowledgment with seal. Seal must not have expired and must be legible.
- There must be a title at the top of the first page that identifies the type of document.
- The grantee's mailing address of each grantee must be listed.
- Documents with electronic signatures must have an original Declaration of Authenticity by a notary of public.
- Documents must be typed or written in at least 8 point font and clearly legible.
- Documents must be on white paper that is no larger than 8.5 x 14 inches and no smaller than 8.5 x 11 inches. Paper needs to be of sufficient weight and substance so that printing, typing, or handwriting will not bleed through.
- The file number goes on the first page in the upper right hand corner. Provide at least a 2 inch margin at the top of the page. The volume and page goes on the side of each page. Provide at least 1 inch on the side of the page.
- Property should be in Runnels County. A legal description of the property showing it is in Runnels County or volume and page or clerk's file number referencing a previous recording that describes the property.

A document conveying an interest in real property to or from an individual must include a confidentiality notice. The notice must appear at the top of the first page in 12 point boldfaced type or uppercase letters and read substantially as follows:

Notice of Confidentiality Rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number. Sec. 11.008 (b)