



## Return To Address Requirement

Documents must contain the **“Return To” name** and **complete mailing address** of the person to whom the document will be returned to after recording. The return to address must be included in the document, or added to a cover sheet for an additional charge. Failure to clearly identify the information will result in non-acceptance. The return to address cannot be the Recorder's Office address.

### LAYOUT SUGGESTIONS:

RETURN TO:

(Name)

(Mailing Address)

(City, State, Zip Code)

RECORD AND RETURN TO:

(Name)

(Mailing Address)

(City, State, Zip Code)

### EXAMPLE:

AFTER RECORDING RETURN TO:

John Doe Recorder

123 Xyz Lane

Anchorage, AK 99501

Please do not put the **“Return To”** address in the margin area of the document.