

Frequently Asked Questions

Payment

What Forms of payment do you accept?

We accept cash, check (made out to “Yakima County Auditor”), and debit/credit cards for payment. There is a service fee of \$1.50 or 2.35%, whichever is higher.

What are the recording fees?

Please see the Recording Fee Schedule.

Document Searches and copies

How do I access and/or request copies of recorded documents?

Our office can provide photo copies and certified copies of recorded documents.

You can access photo copies online by paying a convenience search fee of \$6.95 plus copy fees with your debit/credit card if you visit <https://tapestry.fidlar.com/Tapestry2/>.

You can send a written request to:

Yakima County Auditor
Attn: Copy Request
PO Box 12570
Yakima WA 98909

Please include the document’s Auditor File number if you have it, a return address and phone number where you can be reached if we have questions, and a check or money order made out to the “Yakima County Auditor”.

Photo copies cost \$1 per page.

Certified copies of each document cost \$3.00 for the first page and \$1.00 for each additional page.

You can come into our office Monday – Friday from 9am – 4pm. We have public terminals in the Recording Department that you may access.

If you have more questions, please contact our office at (509) 574-1400.

Can you tell me who the owner of a piece of property is by parcel number or street address?

We cannot tell you who the owner of a piece of property. Please contact the Assessor's Office via phone at (509) 575-1100 or online.

How do I find an easement?

Finding an easement can be one of the more difficult document searches, and will most likely need to be researched by a Title Company. To complete an easement search in our office, follow these steps:

Come into our office Monday – Friday, from 9am – 4pm

Where do I obtain information regarding divorce or probate records?

Please contact the County Clerk's Office via phone (509) 574-1430.

Where do I obtain property tax information?

Please contact the County Treasurer's Office.

Where do I obtain copies of birth and death records?

Original birth and death records after 1907 are maintained by the Yakima County Health District, Vital records at (509) 575-4040 or access them online at www.doh.wa.gov. We have just an index book for records before 1907.

Deeds and Titles

I paid off my house, what do I do next?

When you pay off your home, you don't get the title for it like you do with a car. Instead, each time you pay off a loan, whether at the end of the 30-year mortgage or when refinancing your home, your bank will record a type of Reconveyance. A Reconveyance shows you have paid off a specific loan. If your bank does not provide you with a copy we can provide one for you.

I received a document in the mail that says "Reconveyance" or Substitution of Trustee and Full Reconveyance" on it. What is it?

This means your Deed of Trust has been paid in full. You have either made the final payment on the mortgage for your property, or you refinanced your mortgage.

How do I change the ownership of a piece of property?

The Auditor's Office staff are not experts in real estate law and are prohibited from giving legal advice. We suggest you consult a real estate attorney or a title company about this matter.

How do I remove or add a name from my property?

The Auditor's Office staff are not experts in real estate law and are prohibited from giving legal advice. We suggest you consult a real estate attorney or a title company about this matter.

How do I transfer property?

The Auditor's Office staff are not experts in real estate law and are prohibited from giving legal advice. We suggest you consult a real estate attorney or a title company about this matter.

How do I do a title search?

Our records are located by name (grantor / grantee) and date of recording. To ensure a title search is done completely and accurately we suggest you contact a title insurance company.

Where do I obtain a form for recording purposes?

We do not provide blank documents or forms. Most office supply or stationery stores, such as the Yakima Bindery, carry certain legal forms. You may also obtain forms at the Washington State Bar Association page. The recording requirements are found under RCW 65.04.045.

Recording Requirements

What does the Auditor's Office staff look for in a legal document?

By law the Auditor's Office staff reviews your document to verify that it meets the State's formatting and legibility standards, and that the first page contains the key indexing information required by statute. You may be required to complete a coversheet for your document if the required indexing information is not present on the first page or the formatting is not correct. The Auditor's office staff cannot verify the accuracy or effectiveness of the information within your document.

How can I tell if my documents are correct before I record them?

Careful review of the contents of legal documents is the responsibility of the submitter. The Auditor's Office staff is responsible for ensuring that state mandated formatting and legibility requirements are met. Remember, once recorded to the public record, your document is permanent and cannot be removed or changed. We highly recommend that you consult a real estate attorney when recording legal documents.

What is a multiple title document?

A multiple title document is a single document that contains more than one transaction, where each transaction could stand on its own and requires separate entries in our index. Per RCW 36.18.010 each transaction in a single document that meets this definition requires a separate recording fee. The fee is calculated for each type of transaction/title listed on your document.