



## Administrative Recording Requirements

### *State of Maine*

**Marital State:** No

**Trust State:** No

**Mortgage State:**

**Recording Structure:** 16 counties / Register of Deeds

**Required Documents:** **Real Estate Transfer Tax Declaration**  
<http://maine.gov/revenue/propertytax/transfertax/RealEstateTransferTax.pdf>

#### **Formatting of Documents:**

All documents are required by statute to be "legible for recording"  
No fax copies accepted

**Legal Description:** Must include "adequate description"  
Book and page must be listed within document

**Other Requirements:** Signatures are required on all releases  
All signatures must include a printed/typed name underneath  
Name and address of grantee and grantor required  
Notary certification is required and must have a typed name underneath signature  
Return to name, address and toll-free phone number required  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for additional fee.

**Blanket Releases:** Generally accepted for additional fee.

**Completion Time:** 2 weeks - 2 months