



Administrative Recording Requirements

State of Montana

Marital State: No

Trust State: Yes

Mortgage State:

Recording Structure: 56 counties / Clerk

Montana Depart of Revenue Website:

<http://revenue.mt.gov/revenue/formsandresources/RTC1.asp>

Required Documents: **Realty Transfer Certificate Confidential Tax Document Form**

<http://revenue.mt.gov/revenue/formsandresources/forms/488RTC.pdf>

DNRC Water Right Ownership Update

http://dnrc.mt.gov/wrd/water_rts/wr_general_info/wrforms/608.pdf

Formatting of Documents:

Format specified by statute / penalty fee for non-compliance

20 lb white paper

8 1/2 x 11 or 8 1/2 x 14

First page: 3" top margin; 5" right hand side blank for recording information / 1" all other margins

Return-to name and address in left hand 3 1/2"

2" bottom margin on last page for time stamp as required by law

Other pages: 1" all margins

Names of all parties must be listed on the first or second page

Typed or computer generated

10 point font

All print must be in Black ink, excluding signatures

Legal Description: Must be included with all deeds, mortgages, assignments and release documents

Must include parcel number and deed reference

Other Requirements: All signatures must include printed, typed or stamped name under original signature

Grantee mailing address must be included on all documents

Notary certification must include expiration date, seal, and city of residence.

Return-to name, address, and phone must be included

Mortgages must include note or principal amount

Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for no additional fee

Blanket Releases: Generally accepted for no additional fee

Completion Time: 1 week - 1 month