



## Administrative Recording Requirements

### State of Oregon

**Marital State:** No - unless a divorce is pending

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 36 counties / County Clerk

### Formatting of Documents:

Format specified by statute

"20 lb. opaque bond paper"

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

First page: 5" x 4" top margin / 1" other margins

Other pages: 1" all margins

8 point font size or larger

Title that lists nature of document

Cover sheet may be used. See sample below

No highlighting through document

Clarity pages are allowed, must be labeled as "For Clarity Purpose Only"

First page must list the following information:

1) "After Recording Return to" name and address

2) Parcel #

3) Consideration/Loan Amount

4) Borrower

5) Lender

6) Trustee

**Legal Description:** Required for deeds, mortgages and deeds of trust

Must include section, township, and range

**Other Requirements:** All signatures require printed name and title underneath

Mailing addresses for all involved parties is required (buyer/grantor/grantee, etc) on the first page

Notary certification requires date, expiration date and seal

Return-to name and address must be listed on the first sheet

Some counties require self addressed stamped envelope

Deeds must state consideration in a dollar amount or state a reason ("other" is not an acceptable reason)

Subordinations, satisfactions, assignments and modifications require a title at the top stating purpose of document.

Re-Records require a cover page or label stating "Recorded at the request of \_\_\_\_\_, to correct (insert reason), previously recorded in book \_\_\_\_\_ and page \_\_\_\_\_ and/or fee number \_\_\_\_\_.

If M.E.R.S is the beneficiary for Deed of Trust, that must be stated on the first page. There is a penalty fee for non-compliance

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

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

**Completion Time:** 1 day - 2 weeks

**Sample cover sheet:** <http://www.deschutes.org/download.cfm?DownloadFile=AB4D6131-BDBD-57C1-9A3E1695E381D85B>

### Manufactured Home Requirements:

**Affixation Affidavit of Manufacturer Home**

<http://www.montgomerycountyttn.org/County/assessor/forms/AffidavitAffixation.pdf>

**Oregon County Specifics:**

- Baker County** Requires a 3" blank margin at the bottom of the last page. If this is missing, additional fee is added
- Lane County** If applicable, "M.E.R.S. is the Beneficiary under the Security Instrument" (MERS is not acceptable)
- Lincoln County** Requires mortgage amount to be listed on the first page
- Marion County** Requires Manufactured Home Power of Attorney is be recorded as a separate document
- Umatilla County** Records documents concurrently
- Washington County** Exempt deeds require Transfer Tax Form, except for deeds removing a spouse due to a divorce)  
<http://www.co.washington.or.us/AssessmentTaxation/Recording/TransferTaxExemption/application-forms.cfm>