

FIRST PAGE RECORDING REQUIREMENTS

ALL INSTRUMENTS MUST BE IN ORS COMPLIANCE

Instruments not meeting ORS requirements will be charged a “nonstandard” fee of \$20.00 (ORS 205.327).

1. Names of the transaction clearly labeled. An instrument describing two or more transactions between the same parties and involving the same properties, recordable as separate instruments, may be recorded when the instrument is labeled with the names of the transaction described therein. A fee of \$5.00 shall be charged for each additional transaction.
(ORS 205.236).

2. Names(s) of the parties. All instruments **including** cover sheets **and** multiple transaction titled instruments must clearly state the Grantor/Direct and Grantee/Indirect name(s) on the first page.
(ORS 205.125 and 205.160).

3. Return to. The person to whom you want the instrument to be returned to
(ORS 205.180).

4. Consideration. The true and actual consideration paid. Required on instruments conveying or contracting fee title.
(ORS 93.030).

5. Tax Statements. The name and address where tax statements shall be sent. Required on instruments conveying or contracting fee title.
(ORS 93.260).

Paper Size. Pages no larger than 14” long by 8 ½ “wide **(ORS 205.232)**. A non-standard fee of (\$20.00) charged if requirement is not met on all documents.
(ORS 205.327).

Text Type Size. Text typed, written or printed in 8-point type or larger.
(ORS 205.232). A non-standard fee of (\$20.00) charged if requirement is not met on all documents. **(ORS 205.327)**.

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