

## State of Maine Administrative Recording Requirements:

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**Marital State:** No

**Trust State:** Yes

**Mortgage State:** No

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### **BASIC REQUIREMENTS:**

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" (maximum accepted)

Non-standard fee:

- Accepted - \$
- Orleans Parish - \$10 if not on 8 ½" by 14" paper

Margins:

- First page: 3" by 5" Top-Right corner; 1" other sides
- Other pages: 2" Top; 1" other sides

Print:

- Black ink
- 10 point font minimum

Preparer Info:

- Not required

Vesting:

- No unique requirements

Marital Status:

- Not required

APN/PID Number:

- Not required

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1<sup>st</sup> paragraph
- Must accompany all instruments

Notary:

- Attorneys may acknowledge signatures
- Date of Acknowledgement
- Expiration Date of Notary
- Stamp or Seal

**FORM REQUIREMENTS:**

Deeds:

- Form PTS520 – Real Estate Transfer Tax Declaration – must be original with carbon (cannot be reproduced)
- Legal description
- Previous recorded information required

Death Certificate:

- No affidavit required

Power of attorney:

- Original only (copies not accepted)
- Legal description

**COMMON REJECTION REASONS:**

- Printed name beneath signature missing
- Margins incorrect