

State of Montana Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

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

Margins:

- First page: 3" by 5" Top-Right corner; 1" other sides
- Other pages: 1"
- Last page: 2" Bottom; 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 Parcel number
- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments

Notary:

- "Notary Residing in..." (county) statement
- Printed name of notary beneath signature (stamp is not sufficient)
- Expiration Date of Notary (year must be four (4) digit format)

FORM REQUIREMENTS:

Deeds:

- Form 488 (RTC) – Realty Transfer Certificate
- Legal description
- Previous recorded information required

Death certificate:

- No affidavit required

Power of attorney:

- Original only (copies not accepted)
- Legal description

COMMON REJECTION REASONS:

- "Residing in" statement on notary acknowledgment missing
- Notary commission expiration date missing/not formatted correctly
- Printed name beneath notary signature missing