

State of Oregon 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

Non-standard fee:

- MERS on instrument, but not on 1st page - \$20
- Clackamas, Douglas (font > 8 point) - \$20

Margins:

- First page: 3 ½" by 2 ½" top; 1" other sides
- Other pages: 1"
- Last Page: 3" by 6 ½" Bottom; 1" other sides

Print:

- Black ink/8 point font minimum

Preparer Info:

- Not required

Vesting:

- No unique requirements

Marital Status:

- Not required

APN/PID Number:

- Only required in Grant County (Tax Number)
- Clatsop requires on deeds only (Tax & Map Lot Number)

Witnesses:

- None required

Printed names:

- Required below all signatures

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017



Legal:

- Must accompany all instruments

Notary:

- Date of Acknowledge
- Expiration of Notary
- Stamp or Seal

FORM REQUIREMENTS:

Deeds:

- No form required
- Legal Description
- Previous Recorded Information Required

Subordination Agreement:

- Must list instrument to be subordinated (Deed of Trust)
- Must state "Recorded Concurrently Herewith" if included with Deed of Trust

Death certificate:

- No affidavit required

Power of attorney:

- Washington County accepts photocopy
- Clackamas County requires original

COMMON REJECTION REASONS:

- Font size is too small (especially Clackamas County)
- Illegible documents (faxed documents)
- Beneficiary not listed on page 1
- Trustee not listed in section D
- Instrument missing date of execution
- Margins incorrect

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SPECIAL CHARACTERISTICS:

- Washington County will reject for highlighting of any color
- Washington County requires 3 ¼" by 3 ¼" Top-Right corner margin on first page
- Lincoln County requires "True and Actual Consideration is.." statement
- Jackson County requires 2" by 4" Top-Right corner margin on first page



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