



Department of County Management
Division of Assessment, Recording & Taxation

Recording Section
501 SE Hawthorne Blvd, Suite 175
Portland, Oregon 97214-3577

Ron Weldon
Recording Supervisor

Phone: 503-988-3326
Email: Dart.Recording@multco.us

Recording Standards

Recording Requirements for Standard Recording:

- Text must be typed, written, or printed in 8-point type or larger.
- Page size not smaller than 8 ½" X 11" or larger than 8 ½" X 14"
- Paper must be of sufficient quality for reproduction photographically
- There must be enough space for the recording sticker (4" X 2") to be placed in the upper right corner on the first page of the document.

First Page Requirements

When an instrument is presented to a county clerk for recording, the first page of the instrument must contain at least:

- The names of the transactions (ORS 205.236)
- The names of the persons described in (ORS 205.160)
- The person to whom and the address to which the instrument will be delivered (ORS 205.180)
- The true and actual consideration paid for the transfer (ORS 93.030)
- The person to whom and the address to which the tax statement will be delivered (ORS 93.260)
- For County Clerk Lien Records, the information described in ORS 205.125 (1)(c) and (e)
- For instruments that assign a mortgage or trust deed, the name and address of the assignee

If the above referenced information is not on the first page of the document, a cover sheet that contains the required information may be prepared by the person that presenting the instrument for recording. It will become part of the document and would be subject to the \$5.00 per page recording fee. Any errors in the cover sheet do not affect the transactions contained in the instrument. The cover sheet does not have to be signed or acknowledged.

If the document does not comply with the requirements above, yet can be legally recorded and the person does not prepare a cover sheet, then a \$20.00 NON STANDARD fee shall be collected in addition to and not in lieu of the fees charged under ORS 205.320 for recording the instrument. (ORS 205.327)

Each document, in order to be recorded, must be clearly labeled with the names of the transactions contained within the document. An additional fee of \$5.00 shall be charged for each additional transaction involving the same parties and the same properties in a single document.