

First Page Requirements:

The FIRST page MUST contain the below information (ORS 205.234). If any of this information is not on the first page, an additional fee of \$20 will be charged (ORS 205.327). A cover page (when properly prepared that reflects your transaction) may be used when presenting the document for recording (ORS 205.234)(2) for an additional \$5.00 fee in order to avoid the “non-standard” fee.

- **Tax Statements**

The name and address where tax statements will be sent in the upper left corner. Required on documents conveying or contracting to convey fee title (ORS 93.260).

- **After Recording Return To**

The name and address of the person to whom the document will be returned in the upper left corner. (ORS 205.180)(4).

- **Recording Label**

Minimum space for recording label of 3” x 3” in the upper right corner.

- **Document Title**

The type of transaction, clearly labeled. A document may contain multiple titles. Each title must be clearly distinguishable. (ORS 205.236).

- **Names of the Parties**

The names of all parties (Direct/Grantor and Indirect/Grantee) referenced in the document (ORS 205.125), (ORS 205.160) & (ORS 205.234)(1)(b).

- **Consideration - Deeds**

The true and actual consideration paid. Required on documents conveying or contracting to convey fee title (ORS 93.030).

Document Specifications – Minimum Recording Standards:

- **Font size**

All text (typed, written, or printed) must be 10 point or larger (ORS 205.232) and be printed in black ink. This requirement applies to all pages of the document.

- **Paper weight**

The weight of the paper must be not less than 20 pound bond, must be opaque enough to avoid bleed through and be of sufficient quality for scanning.

- **Paper size**

Use either letter (8-1/2 x 11”) or legal-sized (8-1/2 x 14”) paper.

- **Originals**

All signatures and notary acknowledgements must be original (OAR 160-100-000). The notary stamp may not cover up any writing. The document provided for recording must be a legible original that meets all content requirements.