

## **1<sup>st</sup> page recording requirements:**

### **All documents –**

- a. Space on document for recording or filing information is needed (**3”w X 2”h in the top right corner**).
- b. Paper not larger than 8 ½ X 14 inches.
- c. The text is not smaller than **10-point font**.
- d. Title of document/transaction (**recordable under Oregon law**).
- e. Grantor and Grantee (parties)
- f. Name and address (for mailing purposes only) to whom the document will be returned/delivered to after recording. (ORS 205.234 (c) )

### **Deed Records –**

- a. The true and actual consideration
- b. Name and address to whom the tax statements shall be sent.

### **Mortgage/Deed of Trust Records –**

- a. Instrument number of previously recorded document being assigned, modified, released or satisfied (in part or full).
- b. For instruments assigning a mortgage or trust deed, the name and address of the assignee mortgagee or assignee trust deed beneficiary.

### **Lien Records –**

- a. The amount of any monetary obligation or instrument number being assigned, modified, released or satisfied (in part or full).
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## **Additional requirements:**

### **All documents –**

- a. Original grantor (and grantee, as required) signature.
- b. Original notary signature and stamp or seal.

### **Deed Records –**

- a. Legal description

### **Mortgage/Deed of Trust Records –**

- a. Legal description or instrument number of previously recorded document.
- b. Trustee (For Deed of Trust documents).

### **Lien Records –**

- a. Legal description /monetary obligation, as required by law.