

**MALHEUR COUNTY CLERK  
RECORDING POLICY**

**SUBJECT:                FIRST PAGE RECORDING REQUIREMENTS**

**PURPOSE:              For uniformity and consistency in the application of ORS  
205.234**

**POLICY:                The FIRST page shall contain the following information (ORS  
205.234)**

**1. Name(s) of the transaction(s):** A document must be clearly labeled in sufficient detail to enable the clerk to record the instrument in the appropriate record. ORS 205.236;

**2. Names of the parties:** All documents submitted for recording, including cover sheets or multiple titled documents, must contain the names of all parties (direct and indirect) on the first page of the document. ORS 205.125(1)(a) and (b) and 205.160

If the cover sheet lists multiple titles (as with foreclosure documents) the cover sheet must list all titles and under each title the grantor/direct name(s) and grantee/indirect name(s) must also be listed. Documents that list only the original grantor's name and the name of the beneficiary or trustee on the cover sheet but fail to list the direct and indirect names to each of the additional documents will be assessed the \$20 non-standard penalty. ORS 205.327;

**3. Return To information:** The name and address of the person to whom the recorded document it to be returned (ORS 205.180);

**4. Names and address of assignee:** For documents assigning a mortgage or trust deed the name and address of the assignee must be listed on the first page. ORS 205.234(1)(g);

**5. Consideration:** For documents conveying or contracting to convey title to any real estate and all memorandums of such documents, the true and actual consideration paid for such transfer. ORS 93.030;

**6. Clerks Lien Record:** For documents recorded in the Clerk's Lien Record the amount of any monetary obligation, the name(s) of all debtors, and the recording reference of any lien claim is being satisfied. ORS 205.125(1)(c)(d)

**EFFECTIVE:            March, 2012**