

## MINIMUM STANDARDS FOR INSTRUMENTS TO BE RECORDED

### **ORS 86.155(1)(b)(B)**

Line of Credit instruments shall state the maximum principal amount to be advanced on the front page of the document.

### **ORS 205.232**

Instrument must be printed on sheets of not less than 20-pound opaque bond paper not larger than 14 inches long and 8 ½ inches wide with text printed or written in 8-point type and of sufficient quality for recording photographically. Add the Non-Standard fee of \$20.00, if document is not in compliance. This section does not apply to out-of-state notarial acts or to certified copies of public records.

### **ORS 205.234**

“Requirements for first page (or cover sheet) of instrument to be recorded”. First page shall contain at least:

- a. Name(s) of transaction(s)
- b. Names and addresses of parties (grantor and grantee / mortgagee and mortgagor / lien debtor and claimant)
- c. Name and address of person to whom the instrument will be delivered
- d. For instruments conveying or contracting to convey fee title to any real estate and all memoranda of such instruments, the true and actual consideration paid for such transfer
- e. Tax statement information for instrument conveying title
- f. For Clerk Lien Records: The amount of any monetary obligation imposed by the order or warrant; the name of all persons against whom the obligation is imposed; and, full or partial satisfaction, if any, of any lien claim created by the order or warrant

### **ORS 205.327**

Non-Standard Fee of \$20.00 shall be charged, in addition and not in lieu of the fees charged under ORS 205.320, if the document is not in compliance with the requirements of ORS 86.155, 93.030, 93.260, 205.125, 205.160, 205.180, 205.232, 205.234 and 205.236.

### **ORS 205.244(2)**

All documents presented for re-recording must have, **word for word**, the following re-recording certificate affixed to the first page of the instrument, or added as a new first page:

“Re-recorded to correct \_\_\_\_\_ reason for re-recording \_\_\_\_\_ at the request of \_\_\_\_\_ printed name of requestor \_\_\_\_\_ previously recorded as document number \_\_\_\_\_ or Book # \_\_\_\_\_ Page # \_\_\_\_\_.

The undersigned hereby certifies the above information to be true and correct.

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(Requestor’s Signature)

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(Requestor’s Title)”