

Tillamook County Clerk's Office

201 Laurel Ave. / Tillamook, OR 97141

Phone: (503) 842-3402 Email: clerk@tillamookcounty.gov

RECORDING GUIDELINES

- Sheets of not less than 20-pound opaque bond paper.
- Sheets that are not larger than 14 inches long and 8 1/2 inches wide.
- Text must be printed or written in 10-point type (approximately 1/8 inch) or larger.
- There must be enough space for the recording sticker (3" X 2.25") to be placed in the upper right corner on the first page of the document.

First Page Requirements

*In addition to the above, ORS 205.234 requires that certain information be contained on the **FIRST PAGE** of the document presented for recording as follows:*

- Name of the Transaction (see ORS 205.236).
- Names of the Parties
- Person to whom the document will be returned to.
- True and actual consideration as required by ORS 93.030.
- Tax statement required by ORS 93.260.
- For County Clerk Lien Records, the information required by ORS 205.125 (1) (c) and (e).
- Effective January 1, 2008, all Assignment of Mortgages and Trust Deeds must include the name and address of the assignee on the first page of the document. If the information is contained somewhere other than the first page of the document, a \$20 non-standard fee will be charged in addition to all other recording fees. If the assignee name is given without the address, the document will be rejected for recording.

In the event that the above referenced information is not on the first page of the document, a cover sheet should be prepared with the information and would be recorded with the document. It will become part of the document and would be subject to the \$5.00 per page recording fee. The cover sheet does not have to be signed or acknowledged.

If the document does not meet the above requirements, 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 all other applicable fees. 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. See Recording Fees for more information.