



# Recording Checklist

- Name(s) of the transaction clearly labeled.** An instrument describing two or more transactions between the same parties and involving the same properties, recordable as separate instruments, may be recorded when the instrument is labeled with the names of the transaction described therein, (ORS 205.236). A fee of \$5.00 shall be charged for recording each additional transaction.
- Names of the parties.**  
Names of all parties must be listed on the first page. (ORS 205.234)
- Return To.** The name & address of the person to whom the document will be returned. (ORS 205.180)
- Tax Statements.** The name and address where tax statements would be sent (ORS 93.260). Required on documents conveying or contracting to convey fee title.
- Consideration.** The true and actual consideration paid (ORS 93.030). Required on documents conveying or contracting to convey fee title.
- County Clerk Lien Records.** Lien amount is shown on the first page (ORS 205.125 (1)(c) and (e)).
- Other Requirements** (ORS 205.232) Text of instrument is typed, written or printed in 8-point type or larger on paper that is not larger than 14 inches long and 8-1/2 inches wide and which paper is of sufficient quality for recording photographically.
- Recording Certificate.** Space on the first page of document for a 2x3 recording label (ORS 205.180 (2)).
- Please include a self-addressed stamped envelope (SASE).**
- Please use Black or Dark Blue Ink.**

County Clerk's Office Hours are: M-F 9am - 12pm & 1pm - 4pm  
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