



## General Information About Recording Functions and Procedures

### Office/Recording Hours: Weekdays 8:00am to 5:00pm

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Sherman County Clerk  
PO Box 365  
500 Court Street  
Moro, Oregon 97039  
Phone: 541-565-3606

The County Clerk's Office records documents that affect title to real property located in Sherman County. All documents received for recording must be in compliance with Oregon statutes and federal law. If a document cannot be recorded, it is returned to the sender with an explanation.

This office cannot:

- Record documents other than those specified by Oregon and federal law
- Accept illegible documents which may not provide a readable scanned image
- Provide birth or death records
- Provide blank forms, suggest what type of form to use, help fill out forms or give legal advice. If you need assistance you should contact an attorney or title company.

#### First Page Requirements:

ORS 205.125(1)(a) & (b), 205.160 and 205.234(b) outline the requirements for the first page of all recorded documents. These requirements are:

- All recording labels must be placed at the top or bottom of the front page and each document must provide sufficient space for the label, which measures *approximately 3" wide x 3-1/4" high*. *If there is not enough space for the label you will be charged \$5.00 for an additional page of recording.*
- **Title of transactions(s):** An instrument presented for recording must be clearly titled with the name(s) of the transaction(s) to enable the clerk to enter it in the appropriate record (ORS 205.236).
- **Return To Information:** The name and address of person to whom the instrument will be delivered after recording, preceded by the words "Return To" (ORS 205.180).
- **Send Tax Statements To:** For instruments that convey or contract to convey fee title to real estate, the address to which property tax statements shall be mailed (ORS 93.260).
- **Names of Parties:** Names of parties involved (grantor and grantee, mortgagee or mortgagor, assignor and assignee, claimant and lien debtor, etc.).
- **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).
- **Name 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)).
- **Clerk's Lien Record:** For documents recorded in the Clerk's Lien Record the amount of any monetary obligation, the name and address of persons subject to an order or warrant and the officer, agency, board, complainant or claimant and the recording reference of any lien being satisfied. (ORS 205.234(f); 205.125(1),(b),(c),(d),(f) and 18.325)
- A cover sheet, Recording Cover Sheet or the Re-recording Cover Sheet, containing all the required information may be recorded for an additional \$5.00 fee.

### Recording and Legibility Requirements:

The original document provided for recording must be legible and must be a document that is "required or permitted by law to be recorded."

In accordance with state laws, the county clerk's office shall preserve all records affecting the title to real property. All documents are permanent records and must be legible for the integrity of the public record.

Any document that contains text not sufficiently legible to reproduce a readable photographic record will be returned without being recorded. Example: Faxes or copied documents, even with original signatures, often do not meet this requirement.

### Documents Submitted For Recording Must Be:

ORS 205.232 states that a county clerk shall not accept a document for recording unless it is:

- Printed on sheets of sufficient quality for recording photographically.
- Printed on sheets of paper not larger than 14 inches long and 8-1/2 inches wide.
- Printed or written in at least 8-point type.
- Documents submitted for recording shall be in the English language (ORS 192.310).
- Documents, signatures and notary stamps/seals must be **original**; photocopies cannot be recorded unless they are certified copies of an original document. No electronically-generated reproductions of signatures or notary seals. Notary seals must not cover text or signatures (ORS 93.804).
- Flaps or riders must be attached to the page on at least two sides. Anything under the flap or rider will not be recorded.
- If sufficient space is not available on your document, you will need to add a recording coversheet with the required space provided. Adding a coversheet that meets ORS 205.234 requirements will also increase the recording fee by \$5.00.

### Non-Standard Form Fee:

A \$20.00 non-standard fee is added to all other fees to instruments that do not meet the requirements as defined in ORS 205.232, 205.234 and 205.327.

### Legal Descriptions:

A legal description **is not** a tax lot number or street address.

As defined in ORS 93.600, acceptable legal descriptions are:

- A subdivision name with lot and block
- A metes and bounds description
- Partition plat recording and parcel number with section, township and range
- Reference to a book and page or instrument of any previously recorded Sherman County document where the legal description may be found.

### Recording of Corrected Instruments (ORS 205.244):

- Any document that has been previously recorded may be re-recorded to make corrections to the **original document**.
- The first page of the corrected document must meet all of the first page requirements for recordings.
- The corrected document need not be signed by the party(ies) and acknowledged by a notary a second time.
- A certified copy of a recorded document may not be altered for the purpose of correcting the original document. The person presenting the document may present an unaltered certified copy of the recorded document when it is attached to a cover sheet authorized by ORS 205.234(2). The cover sheet must contain the re-recording certificate to be affixed. Regular recording fees apply.
- The person presenting a document for re-recording shall cause a re-recording statement to be affixed to the first page or coversheet of the document. The statement must not cover any information contained in the document and shall read as follows: "RE-RECORDED TO CORRECT (reason for re-recording) PREVIOUSLY RECORDED AS DOCUMENT NUMBER \_\_\_\_\_." Regular recording fees apply.

**RECORDING COVER SHEET (Please Print or Type)**

This cover sheet was prepared by the person presenting the instrument for recording. The information on this sheet is a reflection of the attached instrument and was added for the purpose of meeting first page recording requirement in the State of Oregon, ORS 205.234, and does NOT affect the instrument.

*THIS SPACE RESERVED FOR USE BY  
THE COUNTY RECORDING OFFICE*

**AFTER RECORDING RETURN TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1) TITLE(S) OF THE TRANSACTION(S) ORS 205.234(a)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2) DIRECT PARTY / GRANTOR(S) ORS 205.125(1)(b) and 205.160**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3) INDIRECT PARTY / GRANTEE(S) ORS 205.125(1)(a) and 205.160**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4) TRUE AND ACTUAL CONSIDERATION**  
ORS 93.030(5) - Amount in dollars or other

\$ \_\_\_\_\_  Other

\_\_\_\_\_

**5) SEND TAX STATEMENTS TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6) SATISFACTION of ORDER or WARRANT**  
ORS 205.125(1)(e)

CHECK ONE:  FULL  
(If applicable)  PARTIAL

\_\_\_\_\_

**7) The amount of the monetary obligation imposed by the order or warrant. ORS 205.125(1)(c)**

\$ \_\_\_\_\_

**8) If this instrument is being Re-Recorded, complete the following statement, in accordance with ORS 205.244: "RERECORDED AT THE REQUEST OF \_\_\_\_\_**

\_\_\_\_\_ TO CORRECT \_\_\_\_\_

PREVIOUSLY RECORDED IN BOOK \_\_\_\_\_ AND PAGE \_\_\_\_\_  
OR AS FEE NUMBER \_\_\_\_\_."