

MEMORANDUM

Date: September 1, 2009
To: Lane County Deeds and Records Customers
From: Marle Hoehne, Program Supervisor
Annette Newingham, Chief Deputy County Clerk
Subject: Important notice regarding recording fee increase

Effective September 28, 2009, recording fees for most documents will increase by \$16.00. This increase is a result of the passage of HB 2436 mandating the implementation of a \$15.00 Housing and Community Services Department fee (HCSD fee) on certain documents, and institution of an associated \$1.00 Implementation and Collection fee as specified in LM 60.812(6).

Both fees apply to all documents **except**:

- Satisfactions of Judgment and Certificates of Satisfaction of Judgment
- Certified copies of Judgments
- Lien Record Abstracts as described in ORS 18.170
- Affidavits of Annual Compliance recorded under ORS 517.210 to maintain mining claims
- Employment Department Warrants under ORS 657.396, 657.642 and 657.646
- Instruments presented for recording by the Oregon Department of Revenue
- Instruments exempt from recording or filing fees under any provision of law

New recording fees for selected document types:

Type	Recording	PFUND	A&T / OLIS	HCSD	ICF	TOTAL
Deed	\$5.00	\$10.00	\$11.00	\$15.00	\$1.00	\$42.00
Lien	\$5.00	n/a	\$11.00	\$15.00	\$1.00	\$32.00
Assignment	\$5.00	\$10.00	\$11.00	\$15.00	\$1.00	\$42.00
Mortgage	\$5.00	\$10.00	\$11.00	\$15.00	\$1.00	\$42.00

PFUND – Public Land Corner Preservation Fund fee
A&T / OLIS – Assessment and Taxation Fund / Oregon Land Information System fee
HCSD – Housing and Community Services Department fee
ICF – Implementation and Collection fee

The above chart represents the cost for recording a one page, one transaction document. **Multiple page documents add \$5.00 for each additional page after the first.** Multiple transactions are \$5.00 per additional transaction after the first. Documents submitted with insufficient fees will be returned **unrecorded**.

If you have questions, please contact Deeds and Records staff at 541-682-3654.



Lane County Deeds and Records - Recording Requirements

This document sets out general recording requirements. This information is not all-inclusive or comprehensive. Questions should be directed to Deeds and Records staff for further clarification.

First Page Recording Requirements

The first page of every document **must** include items 1 – 4 listed below. In addition, items 5 and 6 are required on the first page of certain document types.

1. **A document title.** Each document must be titled in sufficient detail, on the first page, to enable recording in the appropriate record. A document may contain multiple titles; the fee for each recordable title after the first is \$5.00.
2. **Names of the parties** involved in the transaction. Every document must state the names of the parties to the transaction. Each party's role must be identified; i.e., grantor, grantee, debtor, creditor, trustee, successor trustee, etc.
3. **The words "After Recording Return to"** followed by a name and address. This is the name and address of the party who is to receive the document after recording.
4. **A space no smaller than 1.5" x 4"**, for our recording stamp. If space is not available on the first page of the document as presented, a blank sheet will be added at a \$5.00 cost.
5. **The true and actual consideration** paid for a property, or the amount of imposed monetary obligation. This requirement applies to all documents which convey or contract to convey fee title to real property, and to all liens.
6. **The words "Send Tax Statements to"** followed by a name and address. This requirement applies to all documents which convey or contract to convey fee title to any real property.

Additional Recording Requirements

- **Signatures and Notaries must be original.** Photocopies cannot be recorded. Notary seals must not cover any text on the document. Notary seals must be legible.
- **Real property must be legally described.** Examples of valid legal descriptions include: lot, block and subdivision name, partition plat recording and parcel numbers or a description of parcel boundaries by metes and bounds. Reference to the book and page, or year and document number of any public record of the county where the description may be found is also acceptable. Tax lot numbers and addresses are not acceptable.
- **Documents which refer** to other recorded documents, affecting the same property, require a reference number to the original document.

Legibility Requirements

- Text (typed, written, or printed) must be 8 point or larger.
- Paper must be of sufficient quality for recording photographically.
- Paper must be 8 1/2" x 14" or smaller.

Please turn over for fee schedule for common documents

FEE SCHEDULE FOR COMMON DOCUMENT TYPES

Single Title Documents	Cost
Affidavit of Default	\$32.00 for the first page, plus \$5.00 for each additional page
Affidavit of Annual Assessment Work (Mine)	\$16.00 for the first page, plus \$5.00 for for each additional page, plus \$5.00 for each additional mine claim after the first
Agreement	\$42.00 for the first page, plus \$5.00 for each additional page
Appointment of Successor Trustee	\$42.00 for the first page, plus \$5.00 for each additional page
Assignment	\$42.00 for the first page, plus \$5.00 for each additional page
Deed	\$42.00 for the first page, plus \$5.00 for each additional page
Deed of Reconveyance	\$42.00 for the first page, plus \$5.00 for each additional page
Deed of Trust	\$42.00 for the first page, plus \$5.00 for each additional page
Easement	\$42.00 for the first page, plus \$5.00 for each additional page
Lien	\$32.00 for the first page, plus \$5.00 for each additional page
Modification	\$42.00 for the first page, plus \$5.00 for each additional page
Mortgage	\$42.00 for the first page, plus \$5.00 for each additional page
Notice of Completion	\$32.00 for the first page, plus \$5.00 for each additional page
Notice of Default	\$42.00 for the first page, plus \$5.00 for each additional page
Notice of Mine Location	\$16.00 for the first page, plus \$5.00 for each additional page
Power of Attorney	\$42.00 for the first page, plus \$5.00 for each additional page
Satisfaction	\$42.00 for the first page, plus \$5.00 for each additional page
Satisfaction of Lien	\$32.00 for the first page, plus \$5.00 for each additional page
Substitution of Trustee	\$42.00 for the first page, plus \$5.00 for each additional page

MULTIPLE TITLE DOCUMENTS	COST
Substitution of Trustee & Deed of Reconveyance	\$47.00 for the first page, plus \$5.00 for each additional page (This is a two title document)
Deed of Trust Assignment of Leases and Rents Security Agreement, and Fixture Filing	\$57.00 for the first page, plus \$5.00 for each additional page (This is a four title document)