

JEFFERSON COUNTY CLERK'S OFFICE



Recording Checklist

- **Names(s) of the transaction clearly labeled.** An instrument required or permitted by law to be recorded shall be clearly labeled in sufficient detail on the first page to enable the clerk to record the instrument in the appropriate record. 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 transaction.
- **Names of the parties.** Names of all parties must be listed on the first page (ORS 205.234). Trusts must have trustee(s) identified.
- **Return To.** The name & address of the person to whom the document will be returned on the first page (ORS 205.180).
- **Tax Statements.** The name & address where tax statements would be sent (ORS 93.260). Required on first page of documents conveying or contracting to convey fee title.
- **Consideration.** The true & actual consideration paid (ORS 93.030). Required on first page of documents conveying or contracting to convey fee title.
- **Legal Description.** (Does not need to be on first page.) Use lots/blocks, metes and bounds, or recording reference # from Jefferson County records. Tax lot numbers are not sufficient (ORS 93.600).
- **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 use Black or Dark Blue ink.**
- **Please include a Self-Addressed Stamped Envelope (SASE).**

County Clerk's Office Hours are M-F 8am – 5pm  
66 SE D Street Suite C, Madras, OR 97741  
Telephone: (541) 475-4451 | Fax: (541) 325-5018  
Email: lyoung@jeffco.net