

**MARION COUNTY CLERK  
RECORDING POLICY**

**SUBJECT:**           **FIRST PAGE RECORDING REQUIREMENTS**

**PURPOSE:**       **For uniformity and consistency in the application of ORS  
205.234**

**POLICY:**         **The FIRST page shall contain the following information (ORS  
205.234)**

- 1. Name(s) of the transaction(s):** A document must be clearly labeled in sufficient detail to enable the clerk to record the instrument in the appropriate record. ORS 205.236;
- 2. Names of the parties:** All documents submitted for recording, including cover sheets or multiple titled documents, must contain the names of all parties (direct and indirect) on the first page of the document. ORS 205.125(1)(a) and (b) and 205.160
- 3. Return To information:** The name and address of the person to whom the recorded document it to be returned (ORS 205.180);
- 4. Names of assignee:** For documents assigning a mortgage or trust deed the name of the assignee must be listed on the first page. ORS 205.234(1)(g);
- 5. 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;
- 6. Clerks Lien Record:** For documents recorded in the Clerk's Lien Record the amount of any monetary obligation, the name(s) of all debtors, and the recording reference of any lien claim is being satisfied. ORS 205.125(1)(c)(d)

**REVISED:**       August 24, 2011 per SB 382 Oregon Legislative Session 2011;  
SB 382 repealed by HB 4111 March 2012 Oregon Legislative  
Session 2012

**EFFECTIVE:**     **January 1, 2012**