

☞ Meagher County Recording Requirements ☞

Document Standards 7-4-2636 MCA - New law and fees take effect 10-1-2011

All documents that are acknowledged as having been executed prior to 4/28/07 are accepted for recording as a standard document (\$7 per pg).

Recording Fees:

\$7.00/page If document meets recording requirements

**\$7.00/page + a \$10.00 Non-Standard Fee - If document does NOT meet recording requirements
(i.e. - 3 page document that does not meet requirements would be \$7/pg +\$10 = \$31)**

Margin Requirements:

Margins must be 3" at top of 1st page, at least 1" at top of all subsequent pages, 1" at bottom of each page, and at least ½" on sides of each page. If an insignificant portion of the signature (such as the "tail end" of the last letter) is in the margin the document will be standard. If a portion of the signature in the margin is a designation such as: Sr., Jr., II, III, POA or Attorney-In-Fact; these designations will be considered significant and cause the document to be non-standard.

Return Address Requirements:

Include the name and mailing address of the person to whom the document is to be returned in the margin in the upper left-hand corner of the 1st page of each document which may be legibly printed in ink or typed. The document is non-standard if no return address is included in the upper left-hand corner of the 1st page. Documents will be returned to the address written on the document ***NO EXCEPTIONS!*** If the submitter would like the document sent to an alternate address, they must write it on the document **BEFORE** recording.

Margins Clear of Markings:

Except for page number or other administrative information or designations all margins must be clear of all markings. The document standards committee has determined that other designations may be:

Form numbers

Form names

Last date form updated

Fax transmittal information

Tribal information

Initials

Barcodes

Order numbers

Name of lending institution

Print Requirements:

The document must be legibly printed or typed in blue or black ink or white paper that is either 8 ½" X 11" or 8 ½" X 14" in size. Addresses of grantees must be in blue or black ink when legibly printed in. A whole document legibly printed in blue or black ink, meeting all other document standards, is a standard document. A whole document that is written in cursive is non-standard.

Legal Description Requirements:

If a document conveys an interest in real property a legal description of the property must be provided. Documents that convey an interest in real property may include, but is not limited to, the following:

Deeds

Contracts for deed

Reconveyance

Deeds of trust/trust indentures/mortgages

Easements

Declarations of homestead

Any document requiring an RTC

Note:

A street address is not a legal description of the property, nor is a deed reference. The full metes and bounds description; subdivision with lot number or certificate of survey number must be included on the document.

Substitutions of Trustee do not need a legal description, just a reference to a previously recorded document

Names of Parties:

Provide the names of the parties to the conveyance on the 1st or 2nd page of any document with more than one page.

Notary Requirements:

An acknowledgement by a notary is exempt from the color and margin requirements of this section. The notary seal must be legible.

Court & Government Document Requirements:

An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provision of this section. Government documents include Department of Transportation documents and Declaration of Intent to Declare a Mobile Home real property. These documents will always be considered standard.

Highlighting Requirements:

A document which includes highlighting is a non-standard document. Be sure to put in the note field of your program that the document contained highlights which may not show up on the scanned image and microfilm.