



# Robin A. Church Union County Clerk

1001 4<sup>th</sup> Street, Suite D, La Grande, OR. 97850

**EFFECTIVE – January 1, 2020**

**IMPORTANT CHANGE – RECORDING LABELS ARE NOW PLACED ON THE 1<sup>ST</sup> PAGE – PLEASE LEAVE ROOM FOR A 3X3 LABEL ON 1<sup>ST</sup> PAGE**

Deeds & Mortgages:	ORS 205.320; 205.130
_____ \$90.00 first page	Deed, contract, lease, death certificate, power of attorney, trust deed, satisfaction of mortgage, assignment of trust deed, agreement, warrant writ, lis pendens.
_____ \$5.00	Each additional assignment, satisfaction or release after the first one listed in the document
_____ \$5.00	Each additional instrument describing two or more transactions with same parties involved in the same properties.
_____ \$5.00	Each additional page
Mining Claim:	ORS 517.330
_____ \$90.00 first page	With one mining claim
_____ \$5.00	Each additional mining claim
_____ \$5.00	Each additional page
_____ \$30.00 first page	Affidavit of Annual Compliance/Proof of Labor
_____ \$5.00	Each additional claim
_____ \$5.00	Each additional page
UCC:	
_____ \$90.00 first page	UCC, Termination of UCC, Amendment of UCC
_____ \$5.00	<i>Document must contain a legal description</i>
	Each additional page
Liens:	
_____ \$76.00 first page	Lien, satisfaction of lien, release of lien
_____ \$5.00	Each additional page
IRS Liens:	
_____ \$5.00 first page	
Judgement:	
_____ \$30.00 first page	
_____ \$5.00	Each additional page
Sat of Judgement:	
_____ \$15.00 first page	
_____ \$5.00	Each additional satisfaction
_____ \$5.00	Each additional page
Partition Plats:	ORS 205.350; 92.120
_____ \$101.00	Total for 3 lots or less
Subdivision Plats:	ORS 205.350; 92.120
_____ \$106.00	20 lots or less
_____ \$111.00	21 - 29 lots
_____ \$116.00	30 - 49 lots
_____ \$121.00	50 - 74 lots
_____ \$126.00	75 - 100 lots (Over 100 lots add \$.10 per lot)
Misc Fees:	
_____ \$0.25	Copies per page from copier/reader-printer/scanner
_____ \$3.75	Location fee
_____ \$3.75	Official Certification
FAX \$2.00	First page
_____ \$1.00	Each additional page

**\*\* Please include a stamped, self-addressed envelope for returning the document \*\***

**ALL DOCUMENTS SUBMITTED FOR RECORDING WITH INCORRECT FEES (OVER OR UNDER) WILL BE RETURNED FOR CORRECT FEE.**



**Robin A. Church**  
**Union County Clerk**

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**DOCUMENTS RETURNED FOR THE FOLLOWING REASONS**

- \_\_\_\_\_ Check unsigned. Make checks payable to **Union County Clerk**
- \_\_\_\_\_ Check not enclosed
- \_\_\_\_\_ Refers to an attachment which is missing
- \_\_\_\_\_ Document does not have original signature(s)
- \_\_\_\_\_ Must be court certified document to record
- \_\_\_\_\_ Illegible - retype original document and attach to illegible original
- \_\_\_\_\_ Legal description incomplete (Metes & bounds or subdivision by lot and block)
- \_\_\_\_\_ Missing Names of one or both Grantor(s) & Grantee(s)
- \_\_\_\_\_ Lacks signature
- \_\_\_\_\_ Document number being released/ assigned is missing or incorrect
- \_\_\_\_\_ Re-recording statement not included. ORS 205.244
- \_\_\_\_\_ Lacks complete notary stamp/seal; expiration/signature/illegible/date
- \_\_\_\_\_ Lacks consideration. Acknowledgment of consideration required. (Monetary or other)
- \_\_\_\_\_ Not authorized to be recorded under ORS 205.130, or other law.
- \_\_\_\_\_ Please cite ORS providing for recordation: \_\_\_\_\_
- \_\_\_\_\_ UCC Fixture Financing Statements shall be recorded and indexed as a mortgage.  
*UCC must include legal description.*
- \_\_\_\_\_ No address on document for:  
*Return to:* \_\_\_\_\_  
*Send Tax Statements to:* \_\_\_\_\_
- \_\_\_\_\_ Incorrect fee remitted. (See other side for fees.) **Total Due:** \$ \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

- 1) ORS 205.232  
Instrument must be printed on sheets of not less than 20-pound opaque bond paper, not larger than 14 inches long and 8 ½ inches wide with text printed or written in 8-point type.
- 2) ORS 205.234, ORS 205.232, ORS 205.160 (2) b&c, ORS 205.125 (1) c&e  
“Requirements for first page (or cover sheet) of instrument to be recorded shall contain at least:
  - a. Name(s) of transaction(s)
  - b. Name and address of person to whom the instrument shall be delivered following recording
  - c. For instruments conveying or contracting to convey fee title to any real estate, the true and actual consideration must be listed
  - d. Tax statement information for instruments conveying title
  - e. For Clerk Lien Records, the information required by ORS 205.125(1) c and e
  - f. Names of all involved parties. i.e. Grantor/Grantee.
- 3) ORS 205.244  
All documents presented for re-recording must have the following statement on first page:  
“Re-recorded at the request of \_\_\_\_\_ to correct \_\_\_\_\_ (reason for re-recording document) \_\_\_\_\_, previously recorded as document number \_\_\_\_\_.”
- 4) ORS 205.327  
**NON-STANDARD FEE OF \$20 IF NOT IN COMPLIANCE**
- 5) ORS 432.355  
Disclosure of death filed in conjunction with claims or interests in land. Notwithstanding any other provision of law, a document recording a death filed in conjunction with owning or having a claim or interest in land that is in the custody of a county clerk or county recording officer is open and subject to full disclosure. **A county clerk or county recording officer may not record a document that records a death filed in conjunction with owning or having a claim or interest in land if the document originated in this state and includes medical information related to the cause of death. [Formerly 432.124; 2014 c.60 §1] Effective January 1, 2014**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Fee Schedule available on our Web Site at [www.union-county.org](http://www.union-county.org)

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