



Robin A. Church Union County Clerk

1001 4th Street, Suite D, La Grande, OR. 97850

EFFECTIVE – January 1, 2021

IMPORTANT CHANGE – RECORDING LABELS ARE NOW PLACED ON THE 1ST PAGE – PLEASE LEAVE ROOM FOR A 3X3 LABEL ON 1ST 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.



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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

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