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**NOTICE TO RECORDING CUSTOMERS  
SIGNIFICANT CHANGES TO RECORDING REQUIREMENTS  
EFFECTIVE JANUARY 1, 2012**

This notice is intended to inform and assist our customer in understanding how the passage of SB 382, by the 2011 Oregon Legislative Assembly, will affect the first page requirements of instruments presented for recording in the real property records of Sherman County.

Please review the following requirements, with close attention to the **key amendments** that will go into effect January 1, 2012.

**Title(s) of the transaction(s):** An instrument presented for recording must be clearly labeled in sufficient detail to enable the clerk to enter it in the appropriate record. [ORS 205.236]

**Names and addresses of the parties:** Instruments submitted for recording must contain the name **and address of all indexed parties (direct/grantor and indirect/grantee) on the first page.** [ORS 205.125(1)(a) & (b), 205.160 and 205.234(b)] This requirement includes the name **and address** of the beneficiary on applicable loan instruments. [ORS 87.005]

PLEASE NOTE: **Failure to provide the name AND address** of a party, direct or indirect, on an instrument presented for recording **may lead to the instrument being rejected or**, if otherwise qualified, **assessed the \$20 non-standard penalty** in accordance with ORS 205.327.

**Return To information:** The name and address, for mailing purposes only, of the person to whom the recorded document is to be returned. [ORS 205.180] The return address is not required if the instrument is recorded electronically, however this office does not currently accept recordings electronically.

**Send Tax Statements to:** For instruments that convey or contract to convey fee title to real estate, the address to which property tax statements shall be mailed. [ORS 93.260]

**Name and address of assignee:** For documents assigning a mortgage or trust deed the name and address of the assignee must be listed on the first page. [ORS 205.234(1)(g)]

**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]

**Clerks Lien Record:** For documents recorded in the Clerk's Lien Record the amount of any monetary obligation, the name and address of persons subject to an order or warrant and the officer, agency, board, complainant or claimant. [ORS 205.125(1),(b) & (c)]

We hope you find this information helpful in your efforts to generate instruments that will be accepted for recording. Feel free to contact us if you have additional questions. Our email address is [countyclerk@shermancounty.net](mailto:countyclerk@shermancounty.net) and additional contact information is shown in the letterhead above.

Thank you!