



*Montana Association  
Of  
Clerk and Records*

*Phone: (406) 859-3771*

**DOCUMENT STANDARDS 7-4-2636 MCA- new law takes 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. The fee will be \$8.00 per page.

Unless accompanied by the fee required in 7-4-2637(2), all documents submitted for recording must meet the following requirements:

1. Margin requirements are: 3" at top of 1<sup>st</sup> page, at least 1" at top of all subsequent pages, 1" at bottom of each page, **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.
2. **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 1<sup>st</sup> 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 1<sup>st</sup> 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.**
3. Except for page numbers 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:
  - a. form numbers
  - b. form names
  - c. last date form updated
  - d. fax transmittal information
  - e. tribal information
  - f. Initials
  - g. Barcodes
  - h. order numbers
  - i. name of lending institution

4. The document must be legibly printed or typed in **blue or black ink** on 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.

5. 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:

- a. deeds
- b. contracts for deed
- c. reconveyances
- d. deeds of trust/trust indentures/mortgages
- e. easements
- f. declarations of homestead
- g. any document requiring an RTC

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.**

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

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

**An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions 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.

**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.**

## NEW RECORDING FEES EFFECTIVE JULY 1, 2021

Number of Pages	Standard Document Fee	Non-Standard Document Fee
1	\$8.00	\$18.00
2	\$16.00	\$26.00
3	\$24.00	\$34.00
4	\$32.00	\$42.00
5	\$40.00	\$50.00
6	\$48.00	\$58.00
7	\$56.00	\$66.00
8	\$64.00	\$74.00
9	\$72.00	\$82.00
10	\$80.00	\$90.00
11	\$88.00	\$98.00
12	\$96.00	\$106.00
13	\$104.00	\$114.00
14	\$112.00	\$122.00
15	\$120.00	\$130.00
16	\$128.00	\$138.00
17	\$136.00	\$146.00
18	\$144.00	\$154.00
19	\$152.00	\$162.00
20	\$160.00	\$170.00
21	\$168.00	\$178.00
22	\$176.00	\$186.00
23	\$184.00	\$194.00
24	\$192.00	\$202.00
25	\$200.00	\$210.00
26	\$208.00	\$218.00
27	\$216.00	\$226.00
28	\$224.00	\$234.00
29	\$232.00	\$242.00
30	\$240.00	\$250.00
31	\$248.00	\$258.00
32	\$256.00	\$266.00
33	\$264.00	\$274.00
34	\$272.00	\$282.00
35	\$280.00	\$290.00
36	\$288.00	\$298.00
37	\$296.00	\$306.00
38	\$304.00	\$314.00
39	\$312.00	\$324.00
40	\$320.00	\$330.00