



**ROOSEVELT COUNTY
CLERK AND RECORDER
400 2ND AVE SO
WOLF POINT, MT 59201
(406) 653-6250**

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 \$7.00 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 1st 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 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.**
3. Except for the page numbers or **other administrative information or designations, all margins must be clear** of all markings. The document standards committee of the Montana Association of Clerk and Recorders 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 documents 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 1st or 2nd page of any document with more than one page.

An acknowledgement 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.

Attached is the new Fee Schedule.

Thank you.
Cheryl A. Hansen
Clerk and Recorder