

RETURN TO: EXAMPLE OF PLACEMENT
Enter complete
name and mailing address

"return to" area above line

NOTE: Other information may be placed
Within the **left side** of this top 3" margin
(ie: "Prepared by:", "At the Request of:")
however, the "Return To:" must appear
in the UPPER LEFT HAND CORNER

YOUR DOCUMENT HEADING

(M.C.A. 7-4-2636 & 7-4-2637. Effective October 1, 2011)

THIS DOCUMENT IS AN EXAMPLE of a STANDARD document for the State of Montana. You will record documents that meet these standards at \$7.00 per page. (Filed document fees remain at \$5.00 per document, and do not fall under the statute referenced above.)

STANDARD Documents must be on white paper in dimensions of either 8 1/2" X 11" **or** 8 1/2" X 14" and typed in blue or black ink.

MARGINS: 1ST PAGE must have at least a three (3) inch margin at the top (above your heading), at least a one (1) inch margin at the bottom and one half (1/2) inch on each side. ALL SUBSEQUENT PAGES: At least one (1) inch at the top and bottom and one half (1/2) inch on all side margins. (PLEASE NOTE: pages of ledger size – 11" X 17" – will be recorded as two pages, and will be considered non-standard.)

Your "Return to" must be present and must be inserted within the three inch margin in the **upper left-hand** corner of the first page of your document. (as shown above) You may also place page numbers and other document designations in the margins. These would include items that may relate to *your* filing information, but not related to the recording of your document: page numbers, initials, loan numbers, file numbers "At the request of", "Prepared by" and other types of transactional information.

ALL DOCUMENTS WILL BE RETURNED TO THE ADDRESS SHOWN IN THE "Return To" space, WITHOUT EXCEPTION! If the submitter wishes the document to be returned to a different address, then this "return to" must be crossed out and the new one written in this area, or a label with the return address may be placed over it.

If you are hand printing or filling in a form, please do so in **black or blue** ink. Printing must be legible and remain within the margins. This insures that all your information will be readable when the document is scanned and micro filmed, and that your document is indexed correctly. *Documents that are done in cursive writing or which contain highlighted areas will be recorded as non standard. (AREAS ON RECORDED DOCUMENTS THAT HAVE BEEN "HIGHLIGHTED" COULD BE UNREADABLE ONCE SCANNED.)* Signatures and seals must also be in either blue or black ink, and remain within the margins as designated above. Please note: regular blue ink does not always show up well on scanned documents. It is best to use a blue gel-type pen.

Additionally, documents conveying real property must include the names of the parties to the conveyance on the first or second page of any document **AND** must include a legal description of the property. (This would include all deeds, and contracts for deed; Deeds of Trust, Trust Indentures and Mortgages, along with the satisfactions of these; Easements, Declarations of Homestead, and any document that requires a Montana Realty Transfer Certificate.)

EXEMPT FROM THESE REQUIREMENTS: All officially certified court documents; other government (including out of state) documents. The notary block is exempt from the color and margin requirements of this section. The notary seal must be legible!

*****If your document does not meet these standards, it will be recorded at NON-STANDARD FEES: \$7.00 per page, PLUS a \$10 non-standard fee. (A FEE SCHEDULE FOR MONTANA is attached) REMINDER: If even one page of your document is non-standard, the entire document is considered to be NON-STANDARD.** If you have any questions, feel free to call our office at (406) 843-4270. Or visit our website at madison.mt.gov.