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PONDERA COUNTY MONTANA

DOCUMENT STANDARDS

IF YOUR DOCUMENT DOES NOT MEET THE CRITERIA BELOW,
THERE IS AN ADDITIONAL \$10.00 NON-STANDARD FEE
PER DOCUMENT

All documents that are acknowledged as having been executed prior to 4-28-2007 are accepted for recording as a standard document. The fee will be \$8.00 per page.

All documents submitted for recording must meet the following requirements:

1. Margin requirements are 3" at top of 1st page, at least 1" at the top and bottom of all subsequent pages, 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!**
3. Except for page numbers or other administrative information or designations all margins must be clear of all markings. Other designations may be: form numbers, form names, last date form updated, fax transmittal information, tribal information, initials, barcodes, order numbers, name of lending institution.
4. The document must be legibly printed or typed in blue or black ink on white paper that is either 8.5 x 11 or 8.5 x 14 in size. Addresses of grantees must be in blue or black ink when legibly printed in. 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: deeds, contracts for deed, reconveyances, deed of trust/trust indentures/mortgages, easements, declarations of homestead, 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 document.

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 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 a scanned image.