



Administrative Recording Requirements

State of Maine

Marital State: No

Trust State: No

Mortgage State:

Recording Structure: 16 counties / Register of Deeds

Required Documents: **Real Estate Transfer Tax Declaration**
<http://maine.gov/revenue/propertytax/transfertax/RealEstateTransferTax.pdf>

Formatting of Documents:

All documents are required by statute to be "legible for recording"
No fax copies accepted

Legal Description: Must include "adequate description"
Book and page must be listed within document

Other Requirements: Signatures are required on all releases
All signatures must include a printed/typed name underneath
Name and address of grantee and grantor required
Notary certification is required and must have a typed name underneath signature
Return to name, address and toll-free phone number required
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for additional fee.

Blanket Releases: Generally accepted for additional fee.

Completion Time: 2 weeks - 2 months

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state. Recording Requirements are subject to change at any time without notice. as of 3/10/2010