

2”

B.

5”

To meet the needs of all Maine County Registries the following clean margins are required on all documents offered for recording.

A. Side margin of 1/2 inch all pages

B. Top margin 1st page 5x 2 inch box on top right side

No punched holes, stickers or writing in any margins

C. 3 x 1 1/2 inch box on bottom right last page only

ALL OTHER PAGES NEED A 1” TOP MARGIN

Some Registries may use smaller margin space but in order to give you a standard that will work for all Registries these are the requirements.

Font size must be no smaller than this line including the legal description. This is size ten Times New Roman. Images are reduced in the filming process to accommodate page size. If your font is too small, too dark or too light it becomes illegible when reproduced.

Paper can be no larger than 8 1/2 x 14 and margin requirements apply. You can not add extra length to this size page.

Title 33 sec 653 allows the Registry to charge an additional \$2 per page if the page does not have the necessary space for recording information. Most Registries will not add extra length to your original document without permission and by law we can not record without the required fee. Your document will be returned to you unrecorded, for marginal corrections. You may authorize us to add extra length to your document, and include the extra fee of \$2.00 per page. Reminder we can not add length to a legal size page!

Written and Approved by the Maine Registers of Deeds Association. 3 March 2017

Members by County

*Androscoggin
Aroostook North
Aroostook South
Cumberland
Franklin
Hancock
Kennebec
Knox
Lincoln
Oxford East
Oxford West
Penobscot*

*Tina Chouinard
Louise Caron
Melissa Richardson
Nancy Lane
Susan Black
Julie Curtis
Beverly Bustin-Hatheway
Lisa Simmons
Rebecca Wotton
Patricia Shearman
Jean Watson
Susan Bulay*

*Piscataquis
Sagadahoc
Somerset
Waldo
Washington
York*

*Linda Smith
Lynn Moore
Laura Price, Deputy
Stacy Grant
Sharon Strout
Debra Anderson*

1.5”

C.
3”