

Maine Registers of Deeds Association

Document Recording Requirements

Written and Approved by the Maine Registers of Deeds Association May 20, 2024

The Maine Registers of Deeds Association (MRODA) strives to uphold our responsibility to Maine State Statute to ensure the highest standard for perpetual preservation of our county land record collections. Record formatting guidelines are created through the combined research of the National Archives, as well as the Maine State Archives and the Property Records Industry Association (PRIA).

These guidelines are in place to protect the integrity of these ORIGINAL documents that we are charged with preserving for eternity and ensuring their reproduction in the face of a catastrophic event without sacrificing quality of the original. This is referred to as Reformatting.

Title 33 §653 allows the Registry to charge an additional \$2 per page if the page does not have the necessary space for recording information. By law we cannot record without the required fee. Your document will be returned to you unrecorded, for lack of margin. You may opt to provide a cover page containing the required document information to be recorded at the expense of an additional \$2.

**For more information,
please contact your county
Registry of Deeds office.**

Document Formatting Requirements:

The MRODA appreciates your attention to the margin and font requirements to help us ensure your documents are promptly recorded and properly preserved.

** Documents submitted for recording **MUST** meet the following criteria or they **MAY BE** rejected.

To meet the requirements of **ALL** Maine County Registries of Deeds, the following clean margins are required on all documents offered for recording.

- A.** Side margin of 3/4 inch all pages
- B.** Top margin 1st page of 1 3/4 inches across
- C.** Bottom margin of 1 1/2 inches **across bottom of last page**

No punched holes, stickers or writing in any margins.

ALL OTHER PAGES NEED A 1" TOP MARGIN

To give submitters 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 font size is 10 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 (reformatted during scanning to properly film).

Paper size can be no smaller than 8 1/2 x 11 and no larger than 8 1/2 x 14. Margin requirements do apply.
