



**County Clerk's Office**  
Nancy Blankenship, County Clerk

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[www.deschutes.org](http://www.deschutes.org)

## Re: Transfer of Property in Deschutes County

Thank you for contacting us about your interest in transferring your property in Deschutes County.

Typically, you will need to prepare and record a new deed transferring the property. Because deeds are legal forms, we highly recommend you consult with a real estate attorney licensed in the State of Oregon. We are prohibited in giving legal advice. If you are not planning to use an attorney to prepare the necessary legal documents keep in mind there are several types of deeds forms, and you will need to choose which one best fits your needs.

You may find the requisite deed form at a local stationery store or online. If you are unclear on which deed form to use our office again recommends contacting an attorney. Also, we have a samples notebook in our office that is available. You may gain a better understanding of which form to use and how other property owners have transferred their property. Since we are not attorneys, we cannot guarantee the legal sufficiency of these documents. They are only samples we have seen in the public record.

### Transfers in Manufactured Structures

If you have a manufactured structure and do not know whether it is treated as real property or personal property, please contact the Assessor's Office at 541-388-6508. You may need to transfer the ownership interest in the manufactured structure in addition to the real property.

### Recording Checklist

The following checklist may be helpful when reviewing and recording real property documents in the Deschutes County Clerk's Office. This information should not be construed as giving legal advice nor as a substitute to consulting with an attorney. This information is subject to change without notice.

**The first page shall contain the following information** (ORS 205.234). If the following information is not on the first page, an additional fee of \$20.00 will be charged (ORS 205.327). A cover sheet may be used when presenting the document for recording (ORS 205.234(2)).

- **Name(s) of the transaction(s) clearly labeled.** For example, Warranty Deed, Bargain and Sale Deed, or Quitclaim Deed.
- **Names of the parties.** Names of all parties must be listed on the first page. (ORS 205.160). For example, Grantor and Grantee.
- **Return To.** The name and address of the person to whom the document will be returned (ORS 205.180). For example, "After Recording Return To: ..."
- **Tax Statements.** The name and address where tax statements would be sent (ORS 93.260). Required on documents conveying or contracting to convey fee title. For example, "Sent future tax statements to:..."
- **Consideration.** The true and actual consideration paid (ORS 93.030). Required on documents conveying or contracting to convey fee title. For example, "The true and actual legal description is \$1.00..."

Recording fees are \$53.00 for the first page and \$5.00 for each additional page for a deed that meets all statutory first-page requirements. Recording fees are paid to Deschutes County Clerk.

Once you are ready to record your deed(s), please forward the original document along with the recording fees to Deschutes County Clerk, P.O. Box 6005, Bend, Oregon 97708-6005. After recording, we will return the original instrument as directed on the document.