

**FERGUS COUNTY CLERK & RECORDER - RECORDING AND FILING INFORMATION**  
**FOR RECORDING:**

**7-4-2636 MCA - STANDARDS FOR RECORDED DOCUMENTS**

1. Be legibly printed or typed in black ink in at least 10-point and have dimensions of either 8 ½ x 11 inches or 8 ½ x 14 inches.
2. Have margins that are clear of all markings in the following dimensions:
  - a. At least 3 inches at the top of the first page and at least 1 inch at the top of the second and any subsequent pages.
  - b. At least 1 inch on the bottom of each page.
  - c. At least ½ inch on the sides of each page.
3. 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 first page within the 3-inch top margin and between the ½-inch side margins of each document.
4. All Documents to be recorded must be signed before a Notary Public or other authorized to acknowledge signatures with seal affixed.
5. All Transfers of interest must be accompanied by a signed and completed Realty Transfer Certificate form. 15-7-305 MCA.

**7-4-2637 MCA – FEES FOR RECORDING STANDARD DOCUMENTS**

1. Standard Document - \$7.00 per page (meets requirements of 7-4-2636)
2. Non-standard Document - \$11.00 per page for first 5 pages and \$7.00 for each subsequent page thereafter.
3. Military Discharges from the U.S. Services – No Fee

**FOR FILING:**

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| 1. Miscellaneous Papers, Lis Pendens, Liens, etc             | \$5.00 |
| 2. Release of a Lis Pendens or Lien                          | \$5.00 |
| 3. Filing of Subdivisions or Plats                           | \$5.00 |
| Plus for each lot up to 100                                  | \$0.50 |
| Plus for each lot in excess of 100                           | \$0.25 |
| Filing of papers to accompany a plat or COS                  | \$5.00 |
| Covenants and Restricts are recorded per page                | \$7.00 |
| 4. Filing COS or Amendments                                  | \$5.00 |
| Plus for each tract or lot                                   | \$0.50 |
| Filing of Papers to accompany plat or COS                    | \$5.00 |
| 5. Financing Statements                                      | \$7.00 |
| For Amendments, partial release, assignment or continuation. | \$5.00 |
| For terminations of financing statements                     | NO FEE |
| 6. Federal Tax Liens   | \$7.00 |
| For Amendments, corrections, continuations, etc.             | \$7.00 |
| Release of Federal Tax Lien                                  | NO FEE |

**FOR SEARCHES OF FILES:** Searches of financing statements and liens are done by written requests.  
NO SUCH SEARCHES SHALL BE MADE BY PHONE.

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| 1. Searches of financing statements are per name, DBA, etc.<br>(Husband and Wife are treated as one name) | \$7.00 |
| Other family members and names are an additional  | \$7.00 |
| 2. Requested copies for filed statements, etc (per page)  | \$0.50 |

**FOR COPIES:**

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|---|--------|
| 1. Photocopies of records: per page -<br>1 <sup>st</sup> page | \$0.50 |
| Additional Page(s)  | \$0.25 |
| 2. Certification – per document                               | \$2.00 |