Criteria for ALL Non-State & Non-Municipal Recordings
Effective January 1, 2026
(per Enactment of Statute June 17, 2025 by 132nd Legislature)

FEES PER DOCUMENT

- **$40** FLAT FEE for ALL documents regardless of number of pages, name count, or number of references
- **$50** PLAN RECORDING FEE

REQUIREMENTS FOR RECORDING DOCUMENTS

- FONT **MUST** MEET A MINIMUM OF 10 PT TIMES NEW ROMAN
  This line is accurate to 10 pt Times New Roman
- TOP MARGIN **MUST** BE AT LEAST 1.75 INCHES ACROSS THE TOP OF PAGE
  Documents not meeting margin requirements will be rejected
- DOCUMENTS MUST BE SUBMITTED ON PAPER NO SMALLER THAN STANDARD LETTER AND NO LARGER THAN STANDARD LEGAL
- DOCUMENTS MUST BE TYPED OR LEGIBLY PRINTED (legibility is to registry discretion)
- NAME/CORPORATION MUST BE TYPED OR PRINTED BELOW THE SIGNATURE LINE
- DOCUMENT MUST BE ORIGINAL OR ATTESTED AS A COPY
  MUST CONTAIN PROPER ACKNOWLEDGEMENT BY NOTARY PUBLIC, JUDGE OR ATTORNEY
- DEEDS CONVEYING PROPERTY MUST INCLUDE A TRANSFER TAX FORM, AND PAY TAX DUE, UNLESS EXEMPT

RECORDING REQUIREMENTS FOR PLAN:

- Original plans MUST be on paper (rolled not folded)
- Minimum size: 11" x 17" Maximum size: 24" x 36"

TRANSFER TAX (EFFECTIVE DATE: NOVEMBER 1, 2025)

A tax of $2.20 per $500 in value for sales up to $1,000,000 (rounded up) and a tax of $6 per $500 in value for the portion exceeding $1,000,000 is imposed upon the sale, granting or transferring of real estate and any interest therein. The transfer tax is equally divided between the buyer and the seller, unless exempt pursuant to Title 36, §4641-C. An exemption from the transfer tax must be clearly stated on the Declaration of Value Form that **must** accompany the deed. You can visit Maine Revenue Service Property Tax website which provides information about Real Estate Transfer Tax Declaration forms. A Transfer Tax Table is available to determine the amount of tax you may owe. Or, call Maine Revenue Service @ 207.624.5606.

COPY FEES

- STANDARD REGISTRY COPY (letter/legal) - $1 PER PAGE
- PLAN COPY - **$10** PER PAGE

ATTESTED COPIES

- $5 PER DOCUMENT + $1 PER PAGE CONTAINED IN EACH DOCUMENT
  NOTE: AN ADDITIONAL $1.00 FEE WILL BE CHARGED IF THE LAST PAGE OF DOCUMENT LACKS MARGIN AND ATTESTATION NEEDS TO BE PERFORMED ON THE BACKSIDE OF THE LAST PAGE