

Document Bulletin for Polk County, OR

Polk County, OR is now electronically recording documents through Ingeo Systems.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your Ingeo representative.

General Requirements for all documents:

- Margins are ½” Top Margin with 3 ¼” x 2 ¼” space on top right of first page for recordation stamp. ½” side and bottom margin and on subsequent pages.
- Legal and Letter Sized Documents Accepted
- Recording Hours: M-F, 8:00 AM to 4:00 PM (Cut Off)
- 300 DPI on all images required.

Document Types	Required Indexed Fields
<ul style="list-style-type: none"> Affidavit of Compliance Affidavit of Mailing Affidavit of Non-Military Status Affidavit of Publication Affidavit of Service Agreement Agreement – Modification / Amendment Agreement – Satisfaction / Release / Termination Agreement (Contracting or conveying title) Amendment to Deed of Trust Appointment of Successor Trustee Assignment (of previously recorded documents) Assignment of Deed of Trust Assignment of Leases (for Security Purposes) Assignment of Rents (for Security Purposes) Assumption Agreement Bylaw Records Certificate of Sale Completion Notice Condominium Records Contract Forfeiture Records Contract Records Covenants Conditions and/or Restrictions (“CCRs”) Dedication Deeds Deed Deed of Reconveyance (Full or Partial) Deed of Trust Easement Erroneous Deed of Reconveyance Erroneous Trustee’s Deed First Right of Refusal Records Judgments (Money Award Only) Judgments/Decrees Land Patents Lease Records Licenses Lien Lien Assignment 	<p>Requesting Party Information</p>

<p>Lien Bond Records Lien Partial Satisfaction Lien Record Abstract Lien Satisfaction Lien Subordination Modification of Deed of Trust Mortgage Notice of Default and Election to Sell Notice of Lis Pendens (Pendency of Action) Option Records Power of Attorney Release or Termination of Easement Release of Assignment of Leases Release of Assignment of Rents Release of CCRs Release of Lien Record Abstract Release of Lis Pendens Release of Trust Deed Rescission of Notice of Default of Trust Deed Revocation of Power of Attorney Satisfaction of Judgments (Money Award Only) Subordination of Trust Deed Substitution UCC Financing Statement Writ of Execution</p>	
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