

**DOCUMENT BASICS**  
**Criteria for Non-Government Recordings Effective 1.1.2026**  
(per Enactment of Statute June 3, 2025 by 132<sup>nd</sup> Legislature)

**FEE PER DOCUMENT**

- \$40 (\$35 + \$5 Surcharge) for All Documents (except Plans)

**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 )
- 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, JUDGE OR ATTORNEY
- DEEDS CONVEYING PROPERTY MUST INCLUDE A TRANSFER TAX FORM, AND PAY TAX DUE, UNLESS EXEMPT

**TRANSFER TAX (Effective 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  
( \$1 EXTRA IF LAST PAGE OF DOCUMENT LACKS MARGIN AND ATTESTATION NEEDS TO BE PERFORMED ON BACK OF LAST PAGE )

**REQUIREMENTS FOR RECORDING PLANS      FEE TO FILE: \$50 (\$45 + \$5 Surcharge)**

Original plans MUST be recorded on paper. Minimum size: 11" x 17"    Maximum size: 24" x 36"