

**Franklin County
Registry of Deeds**

Memo

To: Town Managers, Franklin County
From: Susan Black, Register of Deeds
Date: November 18, 2024
Re: Deeds

Attached to this memo is an informational handout regarding preparing and recording deeds with the Franklin County Registry of Deeds. We receive numerous calls and questions from the public about how they can change a name on their deed or what forms we have for them to use to create a new deed. As you will see from the attached information, the Registry of Deeds cannot assist with the preparation of a new deed, cannot provide any deed transfer forms, and we are prohibited from providing any legal advice.

Please feel free to use the handout for educational purposes with any public questions that you may also receive on this matter. Also, do not hesitate to reach out to us with any additional questions or concerns.

Thank you!

RECORDING A DEED WITH THE REGISTRY OF DEEDS

CREATE

- If you need to update any information on your deed, add or delete a Grantor or Grantee, or sell your property, then a new deed will need to be created.
- The Registry of Deeds cannot simply change a deed. These records are a permanent part of county history.
- You can create a deed yourself by researching deed transfer forms; but for legal advice, please contact a lawyer as they can guide you to the best option for your intention.
- The new deed will need to be **acknowledged** by a Notary Public or Attorney.
- State statutes require the **names of the Grantor(s) and Notary/Attorney to be printed/typed under their signatures.**

THE REGISTRY OF DEEDS CANNOT PROVIDE LEGAL ADVICE.



RECORDING

The new deed can be hand delivered or mailed to the Registry for processing:

Franklin County Registry of Deeds
140 Main Street, Suite 5
Farmington, ME 04938

Please include the following, regardless of hand delivery or mailing:

- Self-addressed stamped envelope
(We will return the deed to you once processed)
- Check made payable to: "Registry of Deeds"
- New deed/any supporting information in proper sequence to be recorded
- Real estate transfer tax declaration form. (RETTD)
(which can be downloaded from www.maine.gov)



FEES

- \$22.00 for the first page of document and \$2.00 each additional page
- The RETTD form does not count in calculating fees
- Any transfer tax due is required to be paid at the time of recording.
- First four names of Grantor/Grantee are free (\$1.00 each name after four)



CONTACT

Please contact the Registry staff for any further information: (207) 778-5889

Susan Black, Register, sblack@franklincountymaine.gov
Jessica Brown, Deputy Register, jbrown@franklincountymaine.gov

