

# 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](http://www.maine.gov))



## FEES (new flat rate fees effective 1/1/26)

- \$25.00 for State Government and Municipal submitters
- \$40.00 (\$35.00 + \$5.00 surcharge) for all non-governmental documents
- \$50.00 (\$45.00 + \$5.00 surcharge) for plans
- Any transfer tax due is required to be paid at the time of recording. (\$2.20 per \$500.00 in value – rounded up)

## CONTACT

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

Susan Black, Register, [sblack@franklincountymaine.gov](mailto:sblack@franklincountymaine.gov)  
Jessica Brown, Deputy Register, [jbrown@franklincountymaine.gov](mailto:jbrown@franklincountymaine.gov)

