PHB Loan Document Recording Fee Policy

Recording fees must be paid prior to recording.

In the case of a loan extension or restructure, the extension/restructure is not complete until payment is received.

Recording Fee Schedule:

PHB uses Simplifile, an online e-Recording service, to electronically record documents with Multnomah County.

You can review Multnomah County's full list of fees at https://multco.us/info/recording-fees.

Document Type	Recording Fees (as of 7/2025 – subject to change)
Deeds Deeds, covenants, easements, other ownership documents	• $86 for the first page • $5 for each additional page
Mortgages Deeds of Trust, Satisfaction/Release documents, Agreements	• $86 for the first page • $5 for each additional page
Simplifile fee	$5 per document

Traditional Financial Closings / Loan Closings:

Construction Loans, Rehabilitation Loans, and Acquisition Loans typically close in Escrow. For escrow closings, the Borrower/Owner pays any document recording fees through the escrow/Title company, except in rare circumstances where otherwise negotiated. Title/Escrow Companies will not record documents until they receive all payments reflected on the Settlement Statement.

Restructures:

In a *Loan Restructure*, the Borrower and PHB have agreed to modify the terms of an existing loan or Equity Gap Contribution to better facilitate repayment in the Borrower's current financial situation. The Borrower is responsible for all fees for recordable documents in a Restructure.

If the documents are closed/recorded through a Title Company, the Title Company will bill Borrower for fees according to the Title Company's fee structure.

If PHB is to record the Restructure documents, PHB will bill the Borrower according to the schedule above and will record the documents after receipt of payment.

Loan Extensions:

Construction Loan Period Extensions:

Construction Loan Period Extensions may or may not require redocumentation, depending on the language in the Promissory Note regarding extensions.

When the extension requested is within the limits allowed by the Promissory Note, a *Simple Extension* is permitted and the HIPP Program Manager may extend the Construction Loan Period in writing via an email or internal memo. These Extensions do not require redocumentation and do not incur Recording Fees.

If the extension requested is longer than allowed in the Note, *redocumentation* is required. In most cases this can be accomplished by amending the Loan Agreement and Note, which are not recordable documents. In that case, no Recording Fees are incurred.

In cases requiring *amending recordable documents*, PHB will bill the Borrower according to the schedule above and will record the documents after receipt of payment.

Permanent Loan Period Extensions:

Extending the Permanent Loan Period requires redocumentation. A restructure may be required; Borrower should contact the PHB underwriter or Housing Investment & Portfolio Preservation Manager for further instructions.

In cases requiring *amending recordable documents*, PHB will bill the Borrower according to the schedule above and will record the documents after receipt of payment.

Reconveyances:

Reconveyances are usually handled through the original Trustee (typically a Title Company). The Title Company will bill Borrower for fees according to the Title Company's fee structure. Title Companies will not record until they receive payment.

In the event PHB is to record the Reconveyance, PHB will bill the Borrower according to the schedule above and will record the documents after receipt of payment.

PCEF Grants:

PCEF Grant Agreements are not recordable and do not incur Recording Fees.

Errors Requiring Re-Recording:

In the case of a mistake/error in a document that requires it to be re-recorded, the Party that drafted the document is responsible for any recording fees.