

GENERAL RECORDING REQUIREMENTS

REQUIRED FORMAT FOR DOCUMENT; NRS 247.110:

Section 1.

4.(A) Except as otherwise provided in this section and subsection 4 of NRS 247.305, a document, except a map, certificate or affidavit of death, military discharge or document regarding taxes that is issued by the Internal Revenue Service of the United States Department of the Treasury, that is submitted for recording must:

- (a) Be on white, 20-pound paper that is 8 ½ inches by 11 inches in size.
- (b) Have a margin of 1 inch on the left and the right sides and at the bottom of each page.
- (c) Have a space of 3 inches by 3 inches at the upper right corner of the first page and have a margin of 1 inch at the top of each succeeding page.
- (d) Not be on sheets of paper that are bound together at the side, top or bottom.
- (e) Not contain printed material on more than one side of each page.
- (f) Not have any documents or other materials physically attached to the paper.
- (g) Not contain:
 - (1) Colored markings to highlight text or any other part of the document.
 - (2) A stamp or seal that overlaps with text or a signature on the document, except in the case of a validated stamp or seal of a professional engineer or land surveyor who is licensed pursuant to chapter 625 of NRS;
 - (3) Text that is smaller than a 10-point Times New Roman font and is printed in any ink other than black; or
 - (4) More than 9 lines of text per vertical inch.

5. The provisions of subsection 4 do not apply to a document submitted for recording that has been filed with a court and which conforms to the formatting requirements established by the court.

Section 2.

4. Except as otherwise provided in this subsection, subsection 5 or by specific statute, a county recorder shall charge and collect, in addition to any fee that a county recorder is otherwise authorized to charge and collect, an additional fee of \$25 for recording any document that does not meet the standards set forth in subsection 4 of NRS 247.110. A county recorder shall not charge the additional fee authorized by this subsection for recording a document that is exempt from provisions of subsection 4 of NRS 247.110.

ASSESSORS PARCEL NUMBER / GRANTEE'S ADDRESS; NRS 111.312: A notice of completion, a declaration of homestead, a lien or notice of lien, an affidavit of death, a mortgage or deed of trust, or any conveyance of real property or instrument in writing setting forth an agreement to convey real property must contain: (a) The mailing address of the grantee or, if there is no grantee, the mailing address of the person who is requesting the recording of the document; and (b) The assessor's parcel number, except on the transfer of water rights, of the property at the **top of the left corner of the first page** of the document.

TITLE; Documents should be identified as to the type of document being recorded

LEGAL DESCRIPTION; NRS 111.312: If a document that is being recorded includes a legal description of real property that is provided in metes and bounds, the document must include the name and mailing address of the person who prepared the legal description. The County Recorder is not required to verify the accuracy of the names and mailing address of such person. If the document has been previously recorded, the document must include all information necessary to identify and locate the previous recording, but the name and mailing address of the person who prepared the legal description is not required for the document to be recorded. The County Recorder is not required to verify the accuracy of the information concerning the previous recording.

TAX ADDRESS; NRS 111.312; MAIL TAX STATEMENT TO: A grant bargain of deed of sale, Quitclaim deed, Warranty deed or Trustee's deed upon sale must contain the name and address of the person to whom a statement of the taxes assessed on the real property is to be mailed.

LEGIBILITY; NRS 247.120: Documents must be clearly readable and capable of producing a legible imaged record. Before accepting a document conditionally, the recorder shall require the person who requests the recording to sign a statement that the person has been advised of the requirements described in this subsection and record the statement with the document.

DOCUMENTS – EXHIBITS – ATTACHMENTS; NRS 239.051, 239.070, 247.110, 247.120: Must be submitted on paper suitable for recording by a method used by the recorder to preserve the records.

PARTIES: Name of parties to be indexed must be contained in the document.

NAMES UNDER SIGNATURE; NRS 247.190: Names must be printed or typed under all signatures except notaries and witnesses.

NOTARY ACKNOWLEDGMENT; NRS 111.240 & 111.310, NRS 240.161-169: Documents affecting title to real property must be properly acknowledged. No notary services are available in our office.

RETURN ADDRESS: A name and address where the document should be sent after recording must be shown on the face of each document

OTHER: Depending on the type of document, additional requirements may apply.

CORRECT PAYMENT ENCLOSED; The correct amount must accompany the document to be recorded.

NONRECORDABLE DOCUMENTS: Negotiable instruments (stocks, bonds, money); vital records such as birth or death certificates; and certain other types of documents, such as passports, citizenship papers, copyrights, wills, trademarks or documents not authorized, entitled or required by law, are not recordable.

SOCIAL SECURITY AFFIRMATION STATEMENTS: In accordance with NRS Statute 239B.030(2), if the social security number of a person is required to be included in a document that is recorded, filed or otherwise submitted to a government agency on or after January 1, 2007, pursuant to a specific state or federal law, for the administration of a public program or for an application for a federal or state grant, a governmental agency shall ensure that the social security number is maintained in a confidential manner and may only disclose the social security number as required:

- (a) To carry out a specific state or federal law; or
- (b) For the administration of a public program or an application for a federal or state grant.
- (c)

Our office strongly suggests that you include one of the following two statements on the front page of your documents prior to recording:

____ I, the undersigned, hereby affirm that this document submitted for recording **does not** contain a Social Security Number,
OR

____ I, the undersigned, hereby affirm that this document submitted for recording **does** contain a Social Security Number of at least one person, as required by law. Legal requirement cited in the following specific statute: 239B.030(2)

NOTICE

Recorder personnel are forbidden by Nevada Revised Statutes to practice law, which includes advising what forms are needed, how to fill them out, or giving any other legal advice.

COVER SHEET

ASSESSOR'S PARCEL NUMBER _____

*RECORDING
REQUESTED BY:* _____

RETURN DOCUMENT TO:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

MAIL TAX STATEMENTS TO:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

TITLE OF DOCUMENT

3 x 3 INCH
SPACE

EXAMPLE

NOTICE

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- (3) Text that is smaller than a 10-point Times New Roman font and is printed in ink other than black; or
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If you have any questions regarding these changes, please do not hesitate to contact our office.