



GENERAL RECORDING REQUIREMENTS

All county recorders shall charge and collect, in addition to any fee that a county recorder is otherwise authorized to charge and collect, an additional fee of \$25.00 for recording any document that does not meet the requirements listed below (NRS 247.110)

These requirements apply to all documents except maps, certified copies of death certificates attached to affidavits of death, military discharges, or documents regarding taxes that are issued by the Internal Revenue.

All documents presented for recording **MUST**:

- Be on white paper 8 ½" by 11" in size
- Have a space of 3" by 3" at the upper right hand corner of the 1st page, a margin of 1" at the top of each succeeding page.
- Have a margin of 1" on the left and right sides and at the bottom of each page
- Not be on sheets of paper that are bound together at the side, top or bottom
- Not contain printed material on more than one side of each page
- Not have any documents or other materials physically attached to the paper.

- Not contain colored markings to highlight text or any other part of the document
- Not contain 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 licensed, professional engineer or land surveyor.
- Not contain text that is smaller than a 10-point Times New Roman font and is printed in any ink other than black.
- Not have more that 9 lines of text per vertical inch
- The provisions do not apply to a document submitted for recording that has been filed with a court. However, court documents will be required to have a cover page to meet the recording requirements of the 3” by 3” space on the upper right corner of the first page.

ADDITIONAL RECORDING REQUIREMENTS:

PER NRS

111.312: APN & MAILING ADDRESS. A notice of completion, a declaration of homestead, a of notice of lien, an affidavit of death, a mortgage or deed of trust, or 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, at the top **LEFT** corner of the first page of the document.

The assessor parcel number shall not be deemed to be a complete legal description of the real property conveyed.

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

111.240 & 111.310: **NOTARY ACKNOWLEDGMENT.** Deeds, grants, transfers and mortgages of real property must be properly acknowledged. No notary services are available in our office.

239.051, 139.070, 247.110, 247.120: **EXHIBITS/ATTACHMENTS.** Exhibits or attachments must be submitted on paper suitable of recording by a method used by the recorder to preserve the records.

247.200: **RECORDED IN PROPER COUNTY.** A document affecting real property must be recorded in the office of the county recorder of the county in which the real property is located

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

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 to be recorded by law, are not recordable.

RETURN ADDRESS: A name and address where the document should be sent after recording must be shown on the face of each document. Please include a self addressed stamped envelope.