



Administrative Recording Requirements
State of Arizona

Marital State: Yes - regarding Real Property acquired during the marriage.

Trust State: Yes

Mortgage State: No

Recording Structure: 15 counties plus Navajo Nation / Recorder

Required Documents: **Affidavit of Property Value (DOR Form 82162) or exemption number**
<http://www.navajocountyaz.gov/recorder/forms/Form82162.pdf>
Exception number (written as letter followed by numeric) must be listed on all pages

State of Arizona Department of Revenue Website:
<http://www.azdor.gov/>

Formatting of Documents:

Format specified by statute
8 1/2 x 11 or 8 1/2 x 14 maximum size
First page: 2" top margin / 1/2" other margins
Other pages: 1/2" all margins
10 point minimum font size (Yavapai County required 12 point font for typewritten items)
Must be legible for photo duplication
Subsequent filings should include reference date, book & pages

Legal Description: Include book & pages and document dates

Other Requirements: Return-to name and address required
Notary stamp or seal is required
All signatures require typed or printed name underneath
Clarity copies accepted in the following counties: Cochise, Mohave, Pima, Pinal, and Yavapai.
Clarity copies require title as follows "For Clarity Purposes"
Affidavits should be separate documents
Death certificates required if applicable
Re-records require reason listed at top of document.
Subsequent filings should include reference date, book & pages

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 3 days - 3 weeks