



Administrative Recording Requirements

State of Nevada

Marital State: Community Property State

Trust State: Yes

Mortgage State: No

Recording Structure: 16 counties / Recorder
Carson City is an independent City

Required Documents: **Declaration of Value**
http://www.hcnv.us/recorder/docs/dov_form.pdf

Required Statement: Affirmation Statement as follows: The undersigned hereby affirms that this document submitted for recording does not contain a social security number". Signed: _____ "
This statement must be listed on the top left hand side of the first page, or coversheet
"Mail Tax Statement to" name and address must be listed on top of all Deeds

Formatting of Documents:

Format specified by statute / non-standard fees apply
20 lb white paper
8 1/2 x 11
First page: 3" top margin / right hand 3" blank / 1" all other margins
Other pages: 1" margins all sides
Return to name and address in left hand top 3"
Adequate space must be left for recording information or a coversheet must be included
1" other margins
Do not attach documents with staples or clips
Do not highlight or use tape or place tabs on documents
Do not overlap stamps or seals on text or signatures
10 point Times New Roman minimum point font size
Black ink, signatures may be in other dark color
Typed or computer generated
One-side paper only
No continuous form paper
Legible for photo duplication
Clarity Pages are allowed for an additional fee

Legal Description: Required with parcel number listed at the top of first page of all conveyances, mortgages, and deeds of trust
Derivation Clause must be included

Other Requirements: Tax Parcel Number must be included in the top left hand corner of first page
All signatures require a stamped, printed or typed name underneath
Corporate titles must be printed when application
Grantee mailing address required on all deeds of trust, mortgages, and conveyances
Name and Address for tax statement must be included
Notary certification requires date, expiration date, stamp or seal.
Nevada notaries need to include certificate of appointment number
Return-to name and address must be on the face of all documents
Do not include social security number.* Some counties require an affirmation of this to be included
Copy of divorce decree required when transferring property due to a divorce
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee
Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 6 weeks

Nevada County Specifics

Churchill County Agents cannot sign Declaration of Value

Clark County Requires coversheet for all Re-Records stating reason (reason must also be stated within document)

Lyons County Clarity Pages must state "For Clarity Purposes only" and document must state "See attached exhibit for clarity purposes"
Non-standard penalty fee for using tape within documents

Coversheet required

<http://www.lyon-county.org/index.aspx?NID=594>

Mineral County

Coversheet required

Washoe County Legibility Form must be used if document is illegible

<http://www.washoecounty.us/repository/files/25/LegibilityNotice.pdf>

Coversheet required

<http://www.washoecounty.us/repository/files/25/Cover%20Page%20with%20Affirmation%20Statement%20062107.pdf>

Generic Coversheet http://www.churchillcounty.org/recorder/pdf/coversheet_0607.pdf