



## 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](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

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.  
Recording Requirements are subject to change at any time without notice.

as of 3/10/2010

**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](http://www.churchillcounty.org/recorder/pdf/coversheet_0607.pdf)

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