



## 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

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