

Recording Requirements

Except as otherwise provided in NRS 247.305, a document, except a map, Affidavit of Death, Military Discharge, or document regarding taxes that is issued by the Internal Revenue Service that is submitted for recording must be on a form authorized by NRS 104.9521 for the type of filing.

Or must:

- A. Be on white, 20-pound paper that is 8 1/2 X 11 inches in size
- B. Have a margin of 1 inch on the left and right sides and at the bottom of each page
- C. Have a space of 3 inches at the upper right corner of the first page and have a margin of 1 inch at the top of each succeeding page
- D. Not be on sheets of paper that are bound together at the side, top or bottom
- E. Not contain printed material on more than one side of each page
- F. Not have any documents or other materials physically attached to the paper
- G. Not contain:
 - 1. Colored markings to highlight text or any other part of the document
 - 2. A stamp or seal that overlaps with text or signature on the document except in the case of a validated stamp or seal of a professional engineer or land surveyor who is licensed pursuant to chapter 625 of NRS
 - 3. Text that is smaller than 10-point Times New Roman font and imprinted in any ink other than black
 - 4. More than 9 lines of text per vertical inch

These provisions do not apply to a document submitted for recording that has been filed with a Court and which conforms to the formatting requirements by the court.

General Recording Requirements

NRS 111.312 -A notice of completion, a declaration of homestead, a lien or notice of lien, an affidavit of death, a mortgage or deed of trust or any 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), of the property at the top left corner of the first page of the document.

The Assessor's parcel number shall not be deemed to be a complete legal description of the real property conveys.

NRS 247.190 -Names must be printed or typed under all signatures except notaries and witnesses.

- Name and address where the document should be sent after recording must be shown on the face of each document.
- Documents affecting title to real property must be properly acknowledged. (Notarized)

NRS 17.150 -Judgments of state and federal courts; recording of transcripts, abstracts and copies of judgements; liens on real property; duration of liens; affidavit required of judgment creditor

- a. Must be certified by the clerk of the court where the judgment or decree was rendered and may be recorded in the office of the county recorder.

Real Property Transfer Tax (NRS 375)

Real Property Transfer Tax (RPTT) is a tax collected when an interest in real property is conveyed. Documents transferring title must be accompanied by a completed "[Declaration of Value](#)" form. All transfers of property are taxable, there are "exceptions" or "exemptions" that may be applicable. Transfer tax is \$3.90 per \$1,000.

Non-Recordable Documents

- Negotiable instruments (stocks, bonds, money)
- Birth Certificates
- Death Certificates (unless attached to an appropriate document)
- Citizenship Papers
- Copyrights
- Wills
- Trademarks
- Teaching Credentials
- Documents not authorized or required by law