



William "Scott" Hoen

Carson City Clerk-Recorder

Office of the County Recorder
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Carson City, NV 89701
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Checklist for Submitting Documents to be Recorded

<input checked="" type="checkbox"/>	Before submitting your documents please check:
	Fees are Correct Please see Recording Fees . Please remember that bad originals produce poor public records.
	Document Recording Order If you are sending in multiple documents for recording, please present them in the order you wish them to be recorded. (NRS 247.100) Please verify you are sending your document(s) to the correct county for recording. See List of County Recorders .
	Declaration of Value Any document that transfers real property, whether you are paying Real Property Transfer Tax (RPTT) or claiming an exemption, must also have a completed Declaration of Value submitted along with the document. When recording the document, you either pay RPTT (Transfer Tax Table) or claim an Exemption . The RPTT rate is \$1.95 for each \$500 of the property value. Click here for Instructions for Completing Declaration of Value Form .
	Assessor's Parcel Number (APN) & Legal Description Per NRS 111.312, an Assessor's Parcel Number (APN) and a complete legal description is required on most documents. The APN may be found on the Assessor's website .
	Sufficient Margins are Provided All documents submitted must have a 1-inch margin on all sides, except the first page, where we require a 3x3-inch square in the upper right-hand side, and to be on 8 ½ x 11-inch paper (NRS 247.110). See additional recording requirements here .
	Checks are payable to "Carson City Recorder" If checks are made out to the wrong county, the check along with all documents attached, will be returned to the submitter un-recorded. Please complete the check with appropriate recording fees and taxes, if applicable. Do not exceed checks are not accepted.
	Return Addresses & Envelopes All documents submitted for recording must include the name and address for whom the document(s) will be returned after recordation. Please provide a self-addressed, postage pre-paid, envelope with your recording. Original recorded documents are returned by mail every Monday.