

State of Nevada Administrative Recording Requirements:

Marital State: Yes

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" (Maximum accepted)
- One-sided only

Margins:

- First page: 3" by 3" Top-Right corner; 1" other sides
- Other pages: 1"

Print:

- Black ink
- 10 point font minimum

Preparer Info:

- "Prepared by..." statement must appear
- Name, institution, address, & signature

Vesting:

- Trustee name and address

Marital Status:

- Required

APN/PID Number:

- Required, front page (must be on top)

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Must accompany all instruments
- Include state, county, and municipality in 1st paragraph

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. Always verify requirements and fees with the appropriate recording office.
As of May 5, 2017

Notary:

- Date of Acknowledgment
- Expiration Date of Notary
- Stamp or Seal

FORM REQUIREMENTS:

Deeds:

- Form – Declaration of Value Form
- Complete all sections of form
- “Mail Tax Statements to...” must appear on last page with name and address
- Legal description
- Previous recorded information required

Death certificate:

- Original only

Power of attorney:

- Original only (copies not accepted)
- Legal description

COMMON REJECTION REASONS:

- Legal description missing/inadequate
- Margins incorrect (very strict)
- Parcel number missing/incorrect
- Capacity section on Declaration of Value form incomplete

SPECIAL CHARACTERISTICS:

*Washoe County will not accept documents that contain attachments such as notary statements sticky notes, or any other items stapled, glued, or taped.

*Clark County rejects for margins – very strict

*The transfer tax exemption list reflected in Ernst as part of the state summary is incorrect. Below is the address where the correct list can be found:

<http://www.accessclarkcounty.com/RECORDER/pdf/RPTTExemptionList.pdf>