



ADDITIONAL RECORDING REQUIREMENTS: (PER NRS)

111.312: **APN & MAILING ADDRESS.** A Notice of Completion, a Declaration of Homestead, a Notice of Lien, an Affidavit of Death, a Mortgage or Deed of Trust, or 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 (APN)**, except on the transfer of water rights, at **the top left corner of the first page of the document**. The APN shall not be deemed to be a complete legal description of the real property conveyed.

247.190: **NAMES UNDER SIGNATURE.** Names must be typed or legibly printed under all signatures except notaries and witnesses.

111.240 & 111.310: **NOTARY ACKNOWLEDGMENT.** Deeds, Grants, Transfers and Mortgages of Real Property must be properly acknowledged. **No notary services are available in our office.**

239.051, 139.070, 247.110, 247.120: **EXHIBITS/ATTACHMENTS.** Exhibits or attachments must be submitted on paper suitable of recording by a method used by the recorder to preserve the records.

247.200: **RECORDED IN PROPER COUNTY.** A document affecting real property must be recorded in the office of the country recorder of the county in which the real property is located

PARTIES: Name of parties to be indexed must be contained in the document.

TITLE: Documents should be identified as to the type of document and should be authorized, entitled or required by law to be recorded.

NONRECORDABLE DOCUMENTS: Negotiable instruments (stocks, bonds, money); vital records such as birth or death certificates; and certain other types of documents, such as passports, citizenship papers, copyrights, wills, trademarks or documents not authorized, entitled or required to be recorded by law, are not recordable.

RETURN ADDRESS: A name and address where the document should be sent after recording must be shown on the face of each document. Enclosing a self-addressed stamped envelope will expedite the return of your document after recording.