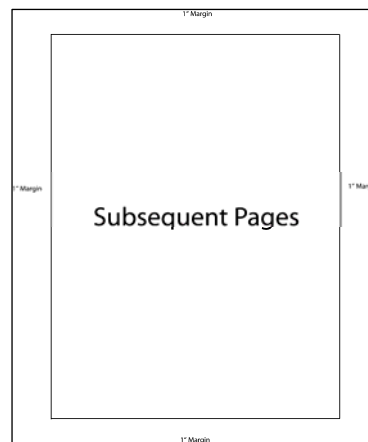
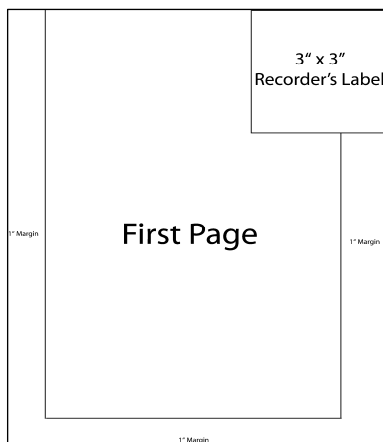


## GENERAL RECORDING REQUIREMENTS

**EFFECTIVE JULY 1, 2003** - All county recorders shall charge and collect, in addition to any fee that a county recorder is otherwise authorized to charge and collect, an additional fee of **\$25.00** for recording any document that does not meet the requirements listed below (NRS 247.110).

1. Except as otherwise provided in this section and subsection 4 of [NRS 247.305](#), a document, except a map, certificate or affidavit of death (death certificate), military discharge or document regarding taxes that is issued by the Internal Revenue Service of the United States Department of the Treasury, 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 inches by 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" x 3" at the upper right corner of the first page and a margin of 1" 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:
    - Colored markings to highlight text or any other part of the document;
    - A stamp or seal that overlaps with text or a 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;
    - **Text that is smaller than a 10-point Times New Roman font and is printed in any ink other than black; or**
    - More than 9 lines of text per vertical inch.
2. The provisions of subsection 3 do not apply to a document submitted for recording that has been filed with a court and which conforms to the formatting requirements established by the court.
3. A document is recorded when the information required pursuant to this section is placed on the document and is entered in the record of the county recorder.



Documents relating to real estate must include:

Grantee address, or the address of the person who is requesting recording.  
Assessor's parcel number (APN) must appear in the upper left corner.  
Name and address of the person to whom the tax statement is to be mailed.

Please feel free to contact us at 775-423-6001  
should you require additional information.

Or visit our website at [www.churchillcounty.org/recorder](http://www.churchillcounty.org/recorder)