

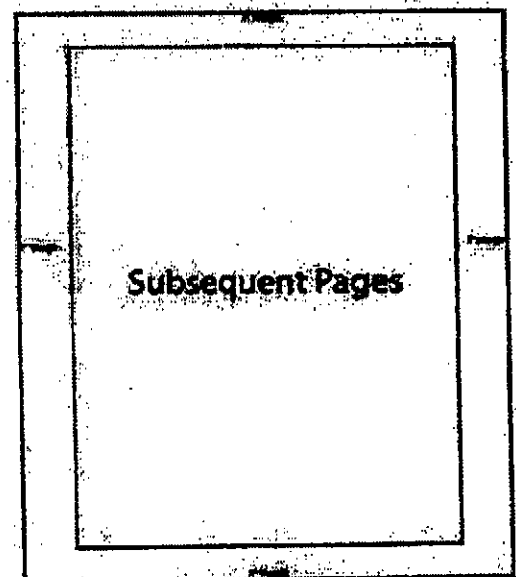
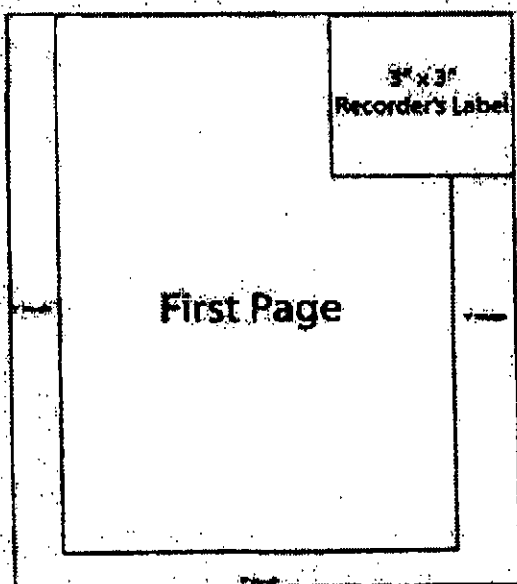
## Esmeralda County Auditor/Recorder

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 new requirements listed below:

With the exception of maps, certificates of death, affidavits of death, military discharges or documents regarding taxes that is issued by the Internal Revenue Service of the United States Department of Treasury all documents submitted for recording MUST:

- A. Be on white, 20 lb. 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 3 by 3 inch space 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 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.
  3. Text that is smaller than a 10-point Times New Roman font and is printed in any ink other than black; or
  4. More than 9 lines of text per vertical inch.
- H. The provisions of subsection 4 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. Although court documents will be required to have a cover page for recording space at the top of the first page, and the APN, and address requirement.

A suggested cover sheet for you to use on any such documents is enclosed for use with court documents or for any forms that do not conform to the new format.



Requirements for recording documents:

1. **Title:** documents should be identified as to the type of document and should be authorized, entitled or required by law to be recorded.
2. **Parties:** Name of parties to be indexed must be contained in the document.
3. **Names under Signature:** Names must be printed or typed under all signatures except notaries and witnesses.
4. **Legibility:** Documents must be clearly readable and capable of producing a legible imaged record. Before accepting a document conditionally, the recorder shall require the person who requests the recording to sign a statement that the person has been advised of the requirements described in this subsection and record the statement with the document.
5. **Notary Acknowledgement:** documents affecting title to real property must be properly acknowledged.
6. **Documents – Exhibits-Attachments:** Must be submitted on paper suitable for recording by a method used by the recorder to preserve the records.
7. **Other:** Depending on the type of document, additional requirements may apply.

Note: Enclosing a self-addressed stamped envelope will EXPEDITE the return of your document after recording.

Any conveyance of real property or instrument in writing setting forth an agreement to convey real property must contain:

1. 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.
2. 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, if the county assessor has assigned a parcel number to the property. The county recorder is not required to verify that the assessor's parcel number is correct.
3. A grant bargain or deed of sale, Quitclaim deed, Warranty deed or Trustee's deed upon sale must contain the name and address of the person to whom a statement of the taxes assessed on the real property is to be mailed.
4. If a document that is being recorded includes a legal description of real property that is provided in metes and bounds, the document must include the name and mailing address of the person who prepared the legal description. The County Recorder is not required to verify the accuracy of the name and mailing
5. If the document has been previously recorded, the document must include all information necessary to identify and locate the previous recording, but the name and mailing address of the person who prepared the legal description is not required for the document to be recorded. The County Recorder is not required to verify the accuracy of the information concerning the previous recording.

NOTICE

Recorder personnel are forbidden by Nevada Revised Statutes to practice law, which includes advising what forms are needed, how to fill them out, or giving any other legal advice.

**"This website contains information on Notices of Federal Tax Lien and other lien documents that is not identical in content to documents presented to this office by IRS. Therefore, the results of a search of this indexing system cannot be relied upon in judicial or administrative proceedings related to title or transfer of property, including but not limited to searches relative to sales of property and foreclosure proceedings, in determining ownership interests in property on which a Notice of Federal Tax Lien attaches.**

**For Assistance in obtaining a copy of the required document as filed by IRS, please contact Karen Scott of this office at 775-485-6337. Copies of recorded documents may be obtained only from this office for which the search was conducted.**