

From the  of

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ELKO COUNTY RECORDER

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## RECORDING REQUIREMENTS

NOTICE OF COMPLETION, DECLARATION OF HOMESTEAD, LIEN or NOTICE OF LIEN, AFFIDAVIT OF DEATH, MORTGAGE or DEED OF TRUST, and any CONVEYANCE or AGREEMENT to convey REAL PROPERTY **must contain:**

- **GRANTEES' MAILING ADDRESS** If there is no grantee then the mailing address of the person recording the document.
- **ASSESSOR'S PARCEL NUMBER** at the top left corner of the first page of the document.

Any CONVEYANCE or AGREEMENT to convey REAL PROPERTY **must contain:**

- **MAIL TAX STATEMENTS TO:** the name and address of the person to whom the property tax bill is to be mailed.
- **IF A METES & BOUNDS LEGAL DESCRIPTION** is used, the name and address of the person that prepared the legal or the document number and/or the book and page of a previously recorded document with that legal.

## ATTENTION !!!

**Effective JULY 1, 2003** the following will also apply to documents to be recorded in Nevada:

- Be on white, 20-pound paper that is 8 ½ by 11 inches in size.
- Have a margin of 1 inch on the left and right sides and bottom of each page.
- Have a space 3 inches by 3 inches at the **upper RIGHT corner** of the first page and 1 inch margin at the top of each succeeding page.
- Not be on sheets of paper that are bound together at the side, top or bottom.
- Not contain printed material on more than one side of each page.
- Not have any documents or other materials physically attached to the paper.
- Not contain: (1) Colored markings to highlight text or any part of the documents; (2) A stamp or seal that overlaps with text or a signature on the document; (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.

(These requirements do not apply to maps, certificates of death, military discharges, tax documents issued by the IRS and documents that have been filed with a court.)

**Documents not meeting these requirements will be charged an additional fee of \$25.00**