

Leave a one-inch blank margin on top of all subsequent pages

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REQUIRED FORMAT FOR RECORDING DOCUMENTS

The provisions of Nevada Revised Statute 247.110 were revised in the 2001 Nevada State Legislative Session and were revised again in the 2003 Session.

Effective July 1, 2003

NRS 247.110

The state of Nevada has revised the dimensions requirements of documents to be recorded. A document, except a map, certificate or affidavit of death, 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 paper that is 8 1/2 x 11 inches in size;
- Have a blank margin of 1 inch on the left and right sides and at the bottom of each page; and
- Have a blank space of 3 x 3 inches at the upper right corner of the first page and have a margin of 1 inch at the top of each succeeding page.
- Be on white, 20 pound paper.
- Not be on sheets of paper that are bound together at the side, top or bottom.
- Not have any documents or other materials physically attached to the paper.

And **must not** contain:

- Printed material on more than one side of each page.
- 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 this (10 point) and is printed in any ink other than black.
- More than nine lines of text per vertical inch.

NRS 247.305 Subsection 4

A county recorder may charge and collect, in addition to any fee that a county recorder is otherwise authorized to charge and collect, an additional fee of \$25 for recording any document that does not meet the standards set forth in subsection 3 of NRS 247.110. A county recorder shall not charge the additional fee authorized by this subsection for recording a document that is exempt from the provision of subsection 3 of NRS 247.110.

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