

Codes for Documents in the Comment Field

Explanation:

A large number of requests to the Mapping and Records Divisions in the Assessor's Office are to identify documents in the COMMENT field on the terminal. Mapping personnel spend a lot of time looking up microfilm records for documents that have been processed in the COMMENT field for a good reason. Usually the public only requires information as to WHY the deed is in the COMMENT field. If there is a problem, it is the owner's responsibility to re-record or correct the document. Our code will enable us to provide a better service to the owner by being able to identify the problem quickly. This system of COMMENT codes will assist with identification of these documents. An alpha code will be placed in front of the document number.

The COMMENT CODES can be grouped into two categories:

Descriptive Codes: These identify a type of document that is retained in the record for clarification. These do NOT indicate a problem on the parcel.

Problem Codes: These identify a specific problem with a document.

Add Deed Code Formats:

Format to be used on terminal:

Single Code: L-890223:956

Multiple Codes: H,L-890706:456

Sequential recordings with different codes: H,L-890202:456,L-457,H,L-458

The following list of codes is for the major reasons we put documents in the COMMENT field. Not all problems have codes, but the intent is to code general and recurring problems.

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| A | Certificate of Amendment to subdivision, surveys, parcel maps land divisions (without new recording of plat). Amended Plats will be worked in the Assessor Description field. Not included in Multi. |
| B | Bankruptcy (replaces BKY) indicates property may be involved in a bankruptcy proceeding. Not included in Multi. |
| C | Deed to Clear Title by a non-interest holding grantor, documentation to support a "sole and separate" declaration. |
| CA | Certificate of Amendment to change a Corporation name. This code followed by a date reflects an unrecorded document which should be on file in the Mapping Division. |
| CC | Court Case (followed by number, usually unrecorded) recorded case not changing ownership. Includes all case types EXCEPT Bankruptcy, Divorce Decree and Order of Immediate Occupancy. |
| COR | Correction Deed recorded to correct flaw in title history. Must refer to deed being corrected to be coded COR. |
| CT | Certificate of Sale or deed pending a time limit. Not included in Multi. |
| DD | Divorce Decree |
| DDS | Document Recorded in Book of Deeds (old Official Records) |
| G | Ownership problem. Grantor (ONE or ALL) on deed holds no interest in the parcel per Assessor's records. |
| H | Grantor (ONE or ALL) did not sign the deed. Document number for ownership |

	of improvements if separate from the land. Not included in Multi.
J	Grantor or Grantee not stated properly or unclear on deed.
L	Legal Description is incorrect, incomplete or missing from the document.
LD	Land Division not worked on Assessor's records.
LEASE	Lease Date or Recording. Unrecorded leases should be on file in Mapping Division. Not included in Multi.
MF	Miscellaneous File (Plat)
MISC	Miscellaneous Book of Deeds. (Old Official Records)
M	Miscellaneous Problem will require research by Mapping Division. (Sometimes used in lieu of using lot of codes).
N	Notary problem (no stamp, missing names, no notary seal, etc.)
OC	Order of Immediate Occupancy. Not included in Multi.
PAT#	Patent number for unrecorded patents
PB	Subdivision not Worked on the Assessor's records.
PM	Parcel Map not Worked on the Assessor's records.
PR	Patent Recording
R	Road Deed (Dedication) not Worked on the Assessor's records.
RD	Road Deed. Worked on the Assessor's records. Code placed after the document number. Not included in Multi.
REV	Reversion not worked on Parcel
SF	Survey File
T	Unworkable Termination of Joint Tenancy. Property may not have been held as joint tenants or no death certificate was attached. May be unworkable for various reasons.
U	Interest stated on deed does not match Assessor's records or is unclear. (Pending Verification)
V	Vacation of road or alley NOT worked on Assessor's records.
VAC	Order of road vacation. Worked on the Assessor's records. (or Resolution of Abandonment) Code is placed after the document number. Not included in Multi.
W	Parcel Map Waiver.
X	Court Case or Divorce Decree indicates deeds are to be recorded by parties involved.
Z	Illegal Cut division of land recorded without Parcel Map or Survey indicating lot line adjustment without deeds to support lot line adjustment.
\$	"Notice Transfer Tax Correction" recorded by the County Recorder. Not included in Multi.
#	Deed Transferring out of Estate without proper authorization. Missing probate case information or probate was not done in Nevada.