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## PROCEDURES: ERecording with Clark County Recorder

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### ERecording Guidelines for Clark County Recorder

Welcome to eRecording with the Clark County Recorder's Office. Below are some tips that will assist both you and the Clark County Recorder in getting your documents recorded as soon as possible.

#### Quick Links and Emails

Clark County Recorder Recording requirements:

[https://www.clarkcountynv.gov/government/elected\\_officials/county\\_recorder/recording\\_process.php](https://www.clarkcountynv.gov/government/elected_officials/county_recorder/recording_process.php)

Questions regarding the recordability of a document, denial of a document package, recording fees charged for a document, request for Suspension/Rejection of packages, status of documents in a package and general eRecording inquiries:

Send an Email To: [CCOReREC@ClarkCountyNV.Gov](mailto:CCOReREC@ClarkCountyNV.Gov)

Questions regarding Declaration of Value, Transfer Tax (RPTT), Exemptions, Deeds in Lieu of Foreclosure, send an email To: [CCORAuditTeam@ClarkCountyNV.Gov](mailto:CCORAuditTeam@ClarkCountyNV.Gov)

#### General Requirements

1. The eRecording queue is open M – F from 7:00AM – 4:00PM (except holidays and weekends) All submissions after 4:00PM will be reviewed the next business day. *Current queue hours are subject to change, as this is a trial period through the end of the year.*
2. Please become familiar with the Clark County Recorder recording requirements at: [https://www.clarkcountynv.gov/government/elected\\_officials/county\\_recorder/recording\\_process.php](https://www.clarkcountynv.gov/government/elected_officials/county_recorder/recording_process.php)
3. Please **do not** submit a large number of submissions (50 documents or more) **within the last hour of the eRecording queue hours of operation**. Management has to allocate resources equally to service other submitters. Continuous disregard for this policy may result in your eRecording privileges being suspended pending a review by the Assistant Recorder.
4. Please submit one document per submission or multiple documents (limit of 10) in a submission.
5. If a submitter is planning to submit a large number of submissions at one time (**500 documents max per day**), we ask that you do this early in the morning between 7:00AM and 10:00AM. Submissions beyond 500 documents will require prior approval.
6. When submitting multiple documents in a submission package, please limit the number to 10 documents per submission (**DLIEU**, limit of 4 documents or less per submission, and **must have prior Audit approval before submittal**). The limit allows the Recorder the ability to return your documents back sooner so that you can re-submit other documents while you fix the ones that were suspended/rejected.
7. In a multi-document submission, if one document gets suspended, the whole package is suspended and cannot be un-suspended. You will need to re-submit the package under a new RemoteID/Transaction number.

8. Please have your RemoteID (RID)/Transaction number ready and handy to reference when you have any questions regarding a submission package. If you do not know where it is located, ask your eRecording company or your developer what it's called and where it can be found. The Recorder will not be able to assist you without this information being readily available.

## Questions about recording, Suspension/Rejection of packages

1. If you have any general questions regarding the recordability of a document, suspension reasons on a document or submission package, recording fees charged to documents in a package, please email all inquiries to: [CCOReRec@ClarkCountyNV.Gov](mailto:CCOReRec@ClarkCountyNV.Gov)
2. When submitting a document that has more than 200+ names, you must also provide an electronic formatted file that can be imported (Per **NRS 247.155**). Please use the attached Excel template which has the proper formatting for your names. If eRecording, you will need to submit this spreadsheet immediately after you submit your document into the eRecording queue. Please email your spreadsheet to [CCOReRec@ClarkCountyNV.Gov](mailto:CCOReRec@ClarkCountyNV.Gov) and reference the Transaction/RemoteID (RID) in the email. If there are multiple documents in the submission, please also add the parcel number to which the spreadsheet will be associated. The order of names in the spreadsheet must match the order of names on the document or the package will be rejected.
3. When requesting for a package to be suspended/rejected, you must send an email request to the following email address: [CCOReRec@ClarkCountyNV.Gov](mailto:CCOReRec@ClarkCountyNV.Gov). In either the subject line or the body of the email, you must include the RemoteID (RID)/Transaction number of the package to be suspended/rejected. **Once a submission has been suspended/rejected it cannot be unsuspended/un-rejected.** You will have to re-submit the documents again. Should you re-submit, you will receive a new RemoteID (RID)/Transaction number. Phone calls or verbal requests are not acceptable.

## Questions about Declaration of Value, Transfer Tax (RPTT), Deeds in Lieu of Foreclosure (DLIEU)

1. Any document that conveys an interest in Real Property requires a Declaration of Value Form. (See DV Packet)
2. If you have any questions regarding the Declaration of Value form, real property transfer tax(RPTT) and/or exemptions, you may contact a member of the Audit Team at (702) 455-5587 or by email at [CCORAuditTeam@ClarkCountyNV.gov](mailto:CCORAuditTeam@ClarkCountyNV.gov)
3. When submitting timeshare documents where the value is \$500 or less, these documents require supporting documentation which may include a signed purchase agreement, bid instructions, etc.
4. When submitting documents that are Deeds in Lieu of Foreclosure (DLIEU), please send the documents to [CCORAuditTeam@ClarkCountyNV.gov](mailto:CCORAuditTeam@ClarkCountyNV.gov) **for approval prior to submitting for recording.** Please limit the DLIEU documents to 4 or less per submission. If you need to submit more than 4 DLIEU documents in a submission package, please call or send an email to the Audit Team to discuss an accommodation. Please use the Fair Market Value as it is required as supporting documentation to support the Deed in Lieu of Foreclosure value on line 3b of the Declaration of Value form when the last sales price is past the 5 year statute of limitations.