

**\*\*New Fees Effective October 1, 2017\*\***

**Schedule of Recording Fees**

Standard Document Recording Fee	\$25.00
Technology Fee	\$5.00
Foster Care	\$1.00
Legal Service for Indigent	\$3.00
Investigators Appointed by District Court	\$1.00
<b>Total</b>	<b>\$35.00</b>
Notice of Default – Standard Recording Fees Plus	\$250.00

**Mining Documents**

***Certificates of Location with accompanying claim map:***

Standard Document Fee ( <i>per claim</i> )	\$10.00
Recorder Technology Fee	\$5.00
Foster Care	\$1.00
Legal Service for Indigent	\$3.00
Investigators/District Court	\$1.00
Dept of Minerals Fee ( <i>per claim</i> )	\$10.00
Lode or Millsite Map Fee ( <i>per claim</i> )	\$15.00
<b>Total per claim (Lode)</b>	<b>\$45.00</b>

Placer Claims ( <i>per claim</i> ) ( <i>Minimum 20 acres</i> )	\$30.00 + \$1.00 per acre
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***Affidavits – Notice of Intent to Hold, Annual Assessments (Proof of Labor)***

Recording Fee ( <i>per claim</i> )	\$2.00
Dept. of Minerals Fee ( <i>per claim</i> )	\$10.00
Document Fee	\$10.00

***Other Mining Forms***

Amended Certificate Only ( <i>\$10 Rec. Fee+\$10 DOM Fee+\$10 Doc Fee - per claim</i> )	\$30.00
Dept. of Minerals Fee ( <i>per claim</i> )	\$10.00
Amended Map Only ( <i>minor change not affecting location of claim-Standard Doc Fee</i> )	\$35.00

### **Maps**

Record of Survey (\$17.00 + \$10.00 Doc Fee)	\$27.00
Parcel Map (\$17.00 + \$10.00 Doc Fee)	\$27.00
Subdivision Map (\$50.00 + \$10.00 Doc Fee)	\$60.00
Division Large Parcel (\$50.00 + \$10.00 Doc Fee)	\$60.00
P.U.D. (\$50.00 + \$10.00 Doc Fee)	\$60.00
Common Int. Ownership Plan (\$50.00 + \$10.00 Doc Fee)	\$60.00
Plat (\$50.00 + \$10.00 Doc Fee)	\$60.00
Parcel (\$17.00 + \$10.00 Doc Fee)	\$27.00

*(Plus \$10.00 for each additional page)*

### **Uniform Commercial Code (UCC's)**

UCC 1,2 or 3 (Plus \$2 for each additional debtor)	\$60.00
UCC containing 3-20 pages (plus \$2 for each page over 20)	\$90.00
UCC pertaining to Public finance	\$90.00
Standard UCC search	\$15.00

### **Miscellaneous Fees**

Copy of Official Records (per page)	\$1.00
Xerox Copies (per page)	\$.25
Computer Printouts (per page)	\$.10
Certified Copy of Marriage Certificate	\$15.00
Certified Documents (Seal + \$1.00 for each page)	\$4.00
Image Copies (microfilm or CD per image)	\$.05
Map Sales (20x26)	\$1.50
Map Sales (24x36)	\$2.00
Map Sales (30x42)	\$3.00

## **Recording Requirements**

Except as otherwise provided in NRS 247.305, a document, except a map, certificate of affidavit of death, military discharge or document regarding taxes that is issued by the Internal Revenue Service that is submitted for recording, must be on a form authorized by NRS 104.9521 for the type of filing , or must:

- a) Be on white, 20-pound paper that is 8 ½ x 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 space of 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;*
- 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 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 imprinted in any ink other than black;*
  - (4) More than 9 lines of text per vertical inch*

These provisions do not apply to a document submitted for recording that has been filed with a Court and which conforms to the formatting requirements by the Court.

## **General Recording Requirements**

**NRS 111.312** – A notice of completion, a declaration of homestead, a lien or notice of lien, an affidavit of death, a mortgage or deed of trust or any conveyance of real property or instrument in writing setting forth an agreement to convey real property must contain:

- (a) 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 and;*
- (b) 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.*

**NRS 111.312** – 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.

**NRS 147.120** – 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.

**NRS 247.190** – Names must be printed or typed under all signatures except notaries and witnesses.

- *Documents affecting title of real property must be properly acknowledged.*
- *A name and address where the document should be sent after recording must be shown on the face of each document.*
- *Documents affecting title to real property must be properly acknowledged.*

### **Real Property Transfer Tax (NRS 375)**

Real Property Transfer Tax (RPTT) is a tax collected when an interest in real property is conveyed. Documents transferring title must be accompanied by a completed “***Declaration of Value***” form. RPTT is collected by the County Recorder at the time of recording. The rate collected in Mineral County is \$1.95 for each \$500 (or \$3.90 for each \$1,000). The basis for the tax is the actual selling price or the assessed value of the property being conveyed. There are however exemptions to this tax. Please contact our office with any questions you may have regarding the payment of RPTT.

### **NON-RECORDABLE DOCUMENTS**

*Negotiable Instruments (stocks, bonds, money)*

*Birth or Death Certificates*

*Passports*

*Citizenship Papers*

*Copyrights*

*Wills*

*Trademarks*

*Documents not authorized or required by law*