



**OFFICE OF THE
COUNTY RECORDER**

**Debbie Conway
Recorder**

To the RAC Members and other Attendees:

Below is a summary of the minutes from the Recorder's Advisory Council Special Meeting held on Friday, May 6, 2011:

- The Clark County Recorder opened the Special Meeting by stating that the May 16, 2011 implementation date regarding a new policy for bulk recordings is cancelled. No policy will be established to address this matter. The contents of the original notification was misinterpreted and misunderstood.
- For clarification purposes, the Recorder and Management staff presented a power point summary with examples of fraudulent documents that created the concern. The presentation was followed by several viable suggestions to remedy the situation.
- The office of the County Recorder will continue to accept multi-title documents for recording. The office will implement the three dollar charge authorized by NRS 247.305(1)(c) to index each title beyond the first one. Indexing the additional titles will enable a more accurate search of the Official Records where a single document may accomplish multiple functions.

The County's legal counsel who is involved in the document review process referred to the provision in NRS 247.305(1)(c) and recommends it be followed to be consistent with other Nevada County Recorders when accepting multi-titled documents.

- The office of the County Recorder will accept documents for recording that include multiple assessor parcel numbers (APNs). There is no provision for an additional fee for indexing multiple APNs or names.
- Pursuant to NRS 111.312, a document that affects title to real property must include the APN in the upper left corner of the first page of the document.

Customers who submit documents with multiple APNs and transactions are encouraged to provide sufficient information to index documents pursuant to NRS 247.150 and to link the APNs to the appropriate parties.

It was suggested also that if the front page refers to, e.g., Exhibit A, the attached page should be titled Exhibit A, not Schedule A, or some similar inconsistency.



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- The County Recorder will continue to examine submitted documents and reject those that are found to be unauthorized, falsified or otherwise may not be lawfully recorded, pursuant to NRS 247.145.
- The County Recorder will modify the recording system to allow indexing of multiple titles, APNs and names in searchable fields.

A handout was given of suggested names for multiple title documents. The titles were as follows: substitution of trustee and deed of reconveyance, deed of trust/request for notice, substitution of trustee and assignment of deed of trust, and deed of trust and assignment

- More information and details will be provided at the June 16, 2011 RAC meeting to the Council members in regards to NRS247.305.1 (c)

Ample notification will be provided to customers.