

**THIS TEMPLATE IS NOT EXACTLY
1" ON ALL SIDES (DOES NOT INCLUDE
3" SQUARE) – IT IS YOUR RESPONSIBILITY
TO MEASURE THE SIDES PRIOR TO SENDING
TO US FOR RECORDING.**

Effective July 1, 2003

This is the Template for the 1st page of

Page 2 and all succeeding pages of a document

Submitted for recording

must fit within 1 inch margin borders

(Reference NRS 247.110)

4. Except as otherwise provided in this section and subsection 4 of 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 of the United States Department of Treasury, that is submitted for recording must:

- (a) Be on white, 20-pound paper that is 8 ½ inches by 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 by 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 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;
 - (3) Text that is smaller than a 10-point Times New Roman font and is printed in any ink other than black; or
 - (4) More than 9 lines of text per vertical inch.

5. The provisions of subsection 4 do not apply to a document submitted for recording that has been **filed** with a court and which **conforms to the formatting requirements** established by the court.

The above text was printed in 10 pt. Times New Roman Font.

Notary seals and embossed corporate seals in the 1" margin will require \$25 more.

If you set your margins to 1.4 it usually takes care of most margin errors.

**\$25 ADDITIONAL DOCUMENT FEE IF ABOVE REQUIREMENTS
ARE NOT MET.**