

FROM THE OFFICE OF THE NAVAJO COUNTY RECORDER

Top 5 Reasons Documents Submitted for Recording Get Rejected

- 1. Missing an affidavit of property value or exemption code.** When submitting a deed transferring ownership of a property, statute requires that an affidavit of property value is submitted with the deed, unless the transaction is exempt. If it is exempt, the exemption code must be present on the deed. The affidavit of property value and list of exemption codes are available on our website at <https://navajocountyaz.gov/Departments/Recorder/AFF-Exemptions>
- 2. Missing payment.** The fee to record is \$30.00 per document. We accept cash, check, money order, cashier's check and credit/debit cards. **Note - there is \$2.50 service fee for the use of credit/debit cards.
- 3. Missing legal description.** All deeds must include the legal description of the property. This information can be found on the previous deed to the property. **The legal description is not the parcel number nor the physical address of the property.**
- 4. Documents submitted do not contain the original signatures.** All documents submitted either in person or through the mail must contain the original signatures, including notary signatures.
- 5. Font is too small.** All documents must be at least 10-type font.

(As most issues can be resolved over the phone, including your phone number with your document will expedite your recording.)