

## Water Rights Chain of Title DOCUMENT KEY

Key#	DOCUMENT DESCRIPTION	USED AS TRANSFER DOCUMENT	NORMALLY REQ'D TO COMPLETE C.O.T.	NOTARY PUBLIC ACKNOWLEDGED	TRUE ORIGINAL REQUIRED	PHOTO-COPY ACCEPTABLE	COUNTY RECORDER STAMP or other stamp	FEES PAID ASSESSED/CHARGE-ABLE	OK to Show as "Information Only" in Remarks ON A.O.T.
1	Abstract of Title (NDWR form)	No	when 3 or more documents are submitted	No	No	Yes	No	N/A	N/A
2	Report of Conveyance (NDWR form)	Used as the Request to the Division that our title records of ownership be updated	when one or more documents are submitted and one per water right file# / when names mismatched on base rights and Appl to Change	Yes	Yes	Yes, as a master original but original notarized signature on each req'd	No	One, one time \$100 filing fee per C.O.T. plus \$20 per doc per file	N/A
3	Any Other Instrument w/ an Abstract of Title and Report of Conveyance	Yes		See other doc types				Yes, \$20	No
4		No		See other doc types				No or \$10 FF as below	Yes
5	Any Other Instrument w/o an Abstract of Title and Report of Conveyance	No						\$10 per file w/ copies provided for each file	Yes
6	(Letter or Notice of Pledge)								
7	Affidavit of Identity	No	When common names vary among documents	Original no photocopies	Yes	No	Not Required	No, unless sent in separately- \$10 Filing fee	Yes
8	Affidavit Terminating Joint Tenancy w/ or w/o Death Certificate	Yes	water vested only as joint tenants (WRJOS)	Photocopies of notarized and recorded document		Yes	Yes	Yes	No
9	Death Certificate	Yes	all JT listed on title and no traceable AJJT available	Certified or photocopy of Certified copy			Bureau of Vital Statistics #	Yes	No
10		No, supporting information with #7				Yes		No	Yes
11	Certificate of Incorporation	Probably not	sometimes			Yes	Secretary of State File Number	If provided	Yes
12	Certificate of Merger	Yes	usually			Yes	Secretary of State File Number	Yes	No
13	Certificate of Name Change	Yes	usually			Yes	Secretary of State File Number	Yes	No
14	Contract for Deed	No Usually a valid deed held in escrow until contract is paid in full before recording	No, but can be supporting information if unclear		Yes	Yes		Yes	Yes
15	Power of Attorney (to convey real estate)	No	when one person signs for another on conveyances	Yes	Must be recorded to meet legal requirements	Yes If from Recorder's Office	Required, but often unavailable or hard to obtain on older conveyances	Yes	Yes
16	Court Order Approving Sale of Real Property	No, see deed created by court order		No		Yes	District Court Case#	Yes	Yes
17	Court Order Appointing Admin./Exec. Of Estate	No, but req'd to show authority				Yes	District Court Case#	Yes	Yes
18	Maps	No	req'd when location otherwise undescrivable			Yes	for certain maps	No	Yes
19	Notice of Default	No, not req'd	Advisable if DOT not on file			Yes		Yes, if provided	Yes
20	Notice of Pledge	Yes, Security Interest Only		original signatures of trustor and beneficiary	Yes			Yes	No, or "for security interest only"
21	Deed of Trust	Yes, Security Interest Only	N. of Pl. preferred in lieu of D. of Tr.	original signatures of trustors		Yes	Yes	Yes	No, or "for security interest only"
22	Reconveyances	Yes, Security Interest Only	Reconveyance Req'd after payoff by law			Yes	Yes	No Charge, no R.O.C. needed	Yes when the D. of Tr. Is not on file, otherwise No or as above
23	Substitution of Trustee Form <sup>3</sup>	Only for Authority to Sign	Yes, whenever Trustee's Change from when acquired to transfer or reconveyed under DOT.			Yes		No	Yes
24	Grazing Permit	No, maybe				Yes		No, if not needed	Yes
25	BLM or USFS	A supporting document						Yes, if needed to support deeds	No, when needed to support weak chain of title
26	G.B. and S. Deed*	Yes				Yes	Yes	Yes	No
27	G.B. and S. Deed*	No				Yes	Yes	Yes, when pertinent to the C.O.T.	No, because may clear the C.O.T.
28	G.B. and S. Deed <sup>1</sup>	Not Needed				Yes	Yes	No, when not pertinent to the C.O.T. or \$10 Filing Fee.	Yes
29	Q.C. Deed**	Yes		Yes		Yes	Yes	Yes	No
30	Q.C. Deed**	No		Yes		Yes	Yes	Yes	No
31	Q.C. Deed <sup>2</sup>	Not Needed	Only to clear non-recorded interest between parties	Yes		Yes	Yes	No, when not pertinent to the C.O.T. or \$10 Filing Fee.	Yes
32	Trustee's Deed	Yes, always		Yes		Yes	Yes	Yes	No
33	District Court Decree of Distribution of Estate	Yes, only if no deed		signed by judge		Yes	District Court Case#	Yes	No
34	District Court Decree of Divorce and Distribution of Property	Yes, only if no deed		signed by judge		Yes	District Court Case#	Yes	No, sometimes Yes
35	Correction Deed (submitted after original deed)	Yes		Yes		Yes	Yes	Yes, if original already filed	No, explain what was corrected
36	Correction Deed w/ original deed	Yes		Yes		Yes	Yes	Only charged for one deed, one line item	No, explain what was corrected
37	Wills, Codicils, or Letters Testamentary	No, only used to name heirs to an estate	No, but can be supporting information if unclear	Recommended	Submitted to the Probate Court if handwritten	?	Filed with court depending on value of Estate	Yes, if desired to be included in abstract by submitter	Usually used as this
38	Lease of Real Property	Sometimes, if lessor not in title to water after expiration of lease w/o Q.C. Deed	Only if no other more sufficient document available and no conflicts	Recommended	Not Req'd	Yes	Advisable as a historical record	Yes, if desired to be included in abstract by submitter	Usually used as this

**Notes:**

If cell is blank then the column heading does not apply for this document type.

Water rights are presumed to transfer with the land unless specifically reserved in the deed. See Guidelines. Various deed templates can be found online with a Google search.

The county recorder's stamp must appear on the documents and be legible with the date and document filing number or book and page number of the recording.

See <http://leg.state.nv.us/NRS/NRS-247.html#NRS247Sec110> for document format recording requirements and non-compliance fee.

\*includes variations such as Warranty Deeds, Corporate Deeds, Grant Deeds, Executor's Deed, etc. with the language *grant, bargain, sell, transfer, assign, or convey, etc.*

\*\* includes variations such as Water Right Quitclaim Deeds, Individual Quitclaim Deeds, etc. without the language *grant, bargain, sell, transfer, or convey, etc.* And usually stated as "quitclaim, release and remise" etc. . .

All Affidavits need to be original signatures and Notarized. Notices of Pledge are not notarized but signed in duplicate original copies by Trustor/Grantor with references to the Deed of Trust recording information. See model in our Guidelines.

The instrument filing fee of \$10.00 is allowed by NRS 533.435.

1 This situation may occur when separate land and water deeds are recorded consecutively and concurrently and the land deed is sufficient to transfer or some other way that the deed is relevant. Subject to the technicians interpretation.

2 This situation may occur when possible equity is removed through the quitclaim filing in various chronologies. Subject to technicians interpretation.

3 Authority to request is under NRS 164.420 subject to technicians interpretation as needed.