



GREENLEE COUNTY RECORDER'S OFFICE

Arizona Law, Effective January 1, 2007 **A.R.S. 44-1373**

(Pursuant to **A.R.S. 11-480**)

TITLE OR CAPTION:	Each document must have a title or caption briefly stating the nature of the document.
ORIGINAL OR COPY:	Each document must be an original or a certified copy of the original, and shall be sufficiently legible for the recorder to make copies.
SIGNATURES:	Each document must have original signatures, except when otherwise provided by law.
DOCUMENT AND PRINT SIZE:	Each document must be no larger than 8 ½ inches wide by 14 inches long and shall have a print size <i>no smaller than ten point type</i> .
MARGINS:	Each document must have at least a one-half inch margin across the bottom and the left and right sides from the top to the bottom. The first page shall have a top margin of at least two inches of vertical space from left to right, and shall be reserved for recordation and return address information.
MODIFICATIONS:	Any document which modifies a previously recorded document must state the recording date, and docket and page or sequence number of the document being modified.
TRANSFER OF REAL PROPERTY:	Documents evidencing a transfer of title of real property must be accompanied by an “ Affidavit of Property Value ”, as set forth in A.R. S. 11-1133 . All documents submitted without an affidavit or with any incomplete or missing information as required by the statute will be rejected and returned to the submitter. Transfers exempt from the Affidavit as set forth in A.R.S. 11-1134 must be accompanied by the Arizona Department of Revenue exemption number at the time of recording. Instructions are set forth in A.R.S. 11-1134.C .
LEGAL INQUIRIES:	The Greenlee County Recorder's Office is under instructions from the Greenlee County Attorney's Office not to give legal advice or guidance. Please consult an attorney or title company for this type of information.