

Guidelines for Re-Recording a Document

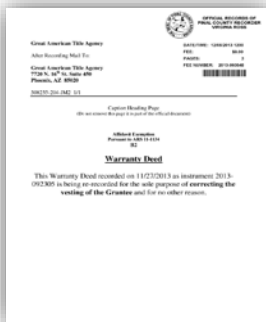
Please note: These are **guidelines** only. Consulting an attorney or legal advisor is recommended due to the legal aspects involved with the recordation of documents. A **Certified Copy** obtained from the Recorder and **Court documents** CANNOT be altered. If a court document needs to be revised, a request to the presiding court must be made to obtain a revised court document.

Any instrument changing, correcting, assigning, or in any way referring to a previously recorded instrument, must state the date of recordation and the original instrument number. **There are two ways to re-record a document to reflect a correction of any kind:**

1. **Re-record the original document or certified copy** (by noting the corrections and having it re-acknowledged before a notary, if advised.)
Or:
2. **Start over with a new document** (and reference the recording information of the previous recording on the first page of the new document)

➤ **If choosing to re-record the original or certified copy** (if the original is not available) usually easier:

- A. **Note the necessary correction(s)**—DO NOT REMOVE any previous information. If using an original, simply strike or cross out incorrect information, and add/insert corrections to the document(s,) as required. If using a Certified Copy, do not alter the document in any way. Instead, note the reason for change on a separate page. **Note:** A Certified Copy from the Recorder is certified as a true copy and CANNOT be altered. If altered, it will not be accepted.
- B. **If the document is a deed conveying property** a new Affidavit of Property Value (AOPV) does NOT have to be resubmitted IF one was submitted with the original recording. However, an exemption code for re-recording a previously recorded document is required. Please see: <http://www.azdor.gov/Portals/0/Property/82162code.pdf>
- C. **If the document is correcting one of the items listed at the bottom of the page***, the document may need to be re-acknowledged before a notary public; otherwise, skip this step. Generally, ALL parties that were originally acknowledged must be acknowledged again.
- D. **Complete a new cover page** for each document (use a blank letter-sized page, add the **return mailing address** in the upper left hand corner, insert the **title or caption heading** of the document in the center of the page, and state the reason for re-recording on the cover page: i.e., **"This document is being re-recorded to correct the legal description."**)
- E. **Return the document(s) with correct recording fees.** Visit the Pinal County Recorder website at: <http://pinalcountyz.gov/Recorder/Pages/FeeSchedule.aspx> for the current Fee Schedule.



➤ **If choosing to start over**, include the following, usually on the first page under the document title or caption heading (i.e. Warranty Deed):

"This document is being recorded to correct document number _____ (document fee number), which was recorded on _____ (date), to correct _____ (reason for recording; i.e., 'the legal description', 'name of the Grantor', etc.)"

The offices of the County Recorder and the Assessor CANNOT help complete legal documents.

Recording legal documents is essentially a **legal matter**. The offices of the Recorder and the Assessor are not permitted to give legal advice and/or legal assistance. Legal matters must be discussed with your legal advisor, and/or the party that originally prepared the document(s.)

*** Reasons for re-acknowledging a re-recording before a notary public:**

- 1) Change in legal description (no matter how minor the change)
- 2) Name of party being released omitted.
- 3) Names misspelled, reversed, or missing in caption.
- 4) Incorrect acknowledgment.
- 5) Recording references omitted in Request for Notice.

For more information, please contact the office of the **Pinal County Recorder:**

31 N Pinal Street
Building E
Mail: PO Box 848
Florence, AZ 85132

Phone: 520-866-6830

Fax: 520-866-6831

E-mail: Recorder@pinalcountyz.gov

Website: <http://pinalcountyz.gov/Recorder/Pages/home.aspx>