

INFORMATION ON RECORDINGS AND PROPERTY TRANSFERS

Note: The county recorder shall receive a fee for each document submitted for recording unless otherwise stated by law.

To make the following changes a deed must be filed:

- To change ownership of real property.
- To add another person to the deed.
- To change the way a name appears on the deed.
- To change the vesting of survivorship.
- To change your name on your property and tax notices, per court action or marriage.
- To change property ownership after a divorce, or record the original (or certified copy) of the governing instrument authorizing the change in ownership.

To transfer property when one or more of the owners are deceased consult the deed for vesting:

- If the property **IS** held in Joint Tenancy or Community Property with Right of Survivorship you must record an original Death Certificate (or certified copy) to transfer property to the surviving owner(s).
- If the property **IS NOT** held in Joint Tenancy or Community Property with Right of Survivorship you must record the legal documents required under the appropriate probate laws. These documents must be the originals or certified copies. (Consult an attorney for answers concerning probate laws, processes and/or documents.)

Affidavit of Property Value (AoPV): A deed cannot be recorded without a completed AoPV. Certain transfers may be exempt from completing the AoPV and the filing fee. If the transfer is exempt, an exemption code must be posted on the face of the deed, in the area beneath the legal description.

Forms: Most forms are available at office supply stores, title companies or through your attorney. Consult a title company or attorney for assistance in preparing the proper forms. The AoPV form is available on the web site at www.co.apache.az.us/recorder.

Title searches: It is recommended you contact a title company or business specializing in title searches.

Change of address on tax notice: The Assessor's office enters the changes for the tax records. If your notice of change of address or document was not processed prior to the deadline for printing tax notices, the change will not be reflected on your tax notice until the following year.

Septic: For onsite septic systems you must contact the Health Department to change the name on the permit. (928-337-7525)

**THE RECORDER'S STAFF IS NOT AUTHORIZED TO GIVE LEGAL
ADVICE.**