

Recorder
Frequently Asked Questions
www.co.la-paz.az.us

1. Where do I obtain a form for recording purposes?

At most office supply or stationary stores.

2. What are the fees for recording?

Refer to the Fees schedule at the Recorder's office or you may call 928-669-6136

3. What is a Declaration of Homestead?

Your question may be answered in ARS 33-1101 thru 33-1105 and/or by consulting an attorney.

4. How do I remove a name to my property?

Your question may be answered by contacting a title company and/or by consulting an attorney.

5. How do I add a name to my property?

Your question may be answered by contacting a title company and/or by consulting an attorney.

6. How do I know what liens are on a property?

You may search our [document images](#) online or contact a title company to perform one for you.

7. Can you tell me the selling price of a property?

You may search our [document images](#) online. In the document type select affidavit of property value.

8. How do I do a title search?

You may search our document [images online](#) by searching our grantor/grantee name index. A title company may also perform one for you.

9. Can you tell me who the owner of a property is by parcel number?

No, you would have to contact the Assessor's Office. 928-669-6165

10. How do I get the dimensions for my property?

From the subdivision plat, which you can obtain from our office in person or by mail. You will need to have the book and page number of maps from your deed to obtain this. Please see our fee Schedule for copy fees.

11. How do I obtain a copy of a document?

You can request a copy from our office in person or by mail. You will need to have the instrument number of the document. Copies are \$1.00 per page. If mailing, please enclose a self addressed stamped envelope.

12. How can I find out about a house for sale (foreclosure)?

Contact the Assessor's office to get the owner's name. You can perform further research of [recorder documents](#) online or contact a title company to perform a title search for you.

13. How do I remove a decedent's name from my deed?

Your question may be answered by contacting a title company and/or by consulting an attorney.

14. What is an Affidavit of Real Property Value?

All property sales transactions require a completed affidavit or an exemption number. For more information you may call the Arizona Department of Revenue at 602-716-6843. [Affidavits of Property Value](#) and lists of [Exempt Codes](#) are available online.

15. How do I change the ownership of a piece of property?

We suggest you contact a title company or an attorney for proper legal advice.

16. How do I record my business name?

Your questions may be answered in ARS 44-1236 or ARS 29-101 through 29-366 and/or by consulting an attorney.

17. How do I remove an erroneous lien from my property?

Your questions may be answered in ARS 33-420 and/or by consulting an attorney.

18. What happens to my document when it is presented for recording?

1. If the document meets the [form requirements](#), is complete, and the proper fees have been paid, we will accept your document and make it a matter of permanent public record.
2. Our Microfilm department films and optically scans your document.
3. Our data entry department will key the pertinent information to create an index so that you may locate this document in the future.
4. Your original document will be returned to the address typed on the document.
5. If the original document is ever lost or misplaced, a certified copy may be obtained from our office.

19. What are the rules and regulations in filing and maintaining a mining claim?

Your question may be answered by contacting The BLM or the Arizona Dept of Mines and Mineral Resources. 602-417-9200

We do not correct, create, provide or prepare documents.