

# PRE RECORDING CHECKLIST

- **ADDRESS** Make sure your address is a current address where you receive mail. (not a physical address) If not please correct before recording.
- **NAME** Is your name correct? Has it changed due to marriage or divorce? If the last name is different now than when you acquired the property please use (AKA). Please double check for spelling errors prior to recording.
- **LEGAL DESCRIPTION** Is the legal description correct and complete? If you're not sure please double check with the Assessor's office before recording to insure proper transfer.
- **TRANSFER ON DEATH DEED** Are you recording a transfer on death deed? After recording take to the Assessor's office along with the death certificate so the change can be made.
  
- **To remove a deceased person's name from an assessment** If the property is held in joint tenants, a death certificate needs to be recorded in the Torrance County Clerk's office or presented in the Assessor's office. If the property is not held in joint tenants, it will need to go to probate.
- **To add or change a name on an assessment** A new deed will be required from the original owner(s) to the new owner(s), then recorded in the County Clerk's office.

**Please come prepared, Torrance County does not provide blank deeds or contracts and must be completed prior to recording. For additional information and recording fees or for the Probate Judge please contact the Torrance County Clerk's office at 505-544-4350.**