

INST 3002 – Abstract of Title (Chain of Title) Guidelines For Form 3003:

- Enter the water right number after Water Right No.: at the top of the page.
- Enter the number of pages within this Abstract of Title. (Example: Page 1 of 2)
- **No.:** – Start by entering a number for the first line entry. (This is usually a **1** and next line will be **2**)
- **Line 1** – Start with the deed that lists the owner(s) in (NDWR) records as the Grantor(s)/Seller(s).
 - **Grantor (Seller)** – Enter the name as it is listed in the deed.
 - (This should match the owner we have listed in our records at the Nevada Division of Water Resources.)
 - **Grantee (Buyer)** - Enter the name as it is listed in this deed.
- Enter amounts under one or all of the following categories:
 - **CFS** (Cubic Feet per Second) – If known, enter the diversion rate that is transferred under this deed.
 - **Acre-Foot** - If known, enter the acre-feet that is transferred under this deed.
 - **Acres or Units** – If known, enter the amount of water righted **acres** transferred under the deed or **units** such as the number of cattle to be watered with the water being transferred in this deed.
- **Recorded Document Number** – Enter the recorded document or instrument number listed on the deed. This number is usually found on the first or last page of the recorded document.
- **Recorded Document Date** – Enter the date the deed was recorded. This date is usually found under the recorded document number.
- **Recorded in what County** – Enter the County the deed was recorded in. The County name is usually under the recorded document number and date.
- **Title of Document, Remarks, Parcel Number** – Enter the Title of the deed. (Example: Grant, Bargain & Sale Deed or Quitclaim Deed or Water Rights Deed) Add any helpful remarks or list any parcel number(s) that are being transferred within this deed and that are within the place of use of this water right.
- **Line 2...Line 3...etc.** – If you have multiple deeds continue entering information from the next deed in the chain of title. The Grantor (Seller) should be the Grantee (Buyer) from the line above.

Note: If the water right point of diversion and place of use are in multiple counties, please submit a deed recorded in each of those counties. Enter each deed as a separate line on the Abstract of Title. Each chargeable document will require the \$20 document fee.

For any questions please contact our office at (775) 684-2800 M-F 8am to 5pm.