



Honorable F. Ann Rodriguez

Pima County Recorder

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FOR IMMEDIATE RELEASE

Pima County Recorder Announces Remote Recording Options for Customers During Public Health Emergency

Pima County government offices are reducing public access and services due to the COVID-19 exposure threat. Pima County Recorder F. Ann Rodriguez announces that property and real estate document recording will continue by mail, via remote digital recording for those that are already set up, and limited counter service.

“Pima County’s economic engine depends on recording property-related documents,” Ms. Rodriguez says “We must keep that engine running smoothly by assisting the real estate industry, including development and construction, and the general public.”

Ms. Rodriguez states that the office has seen increased recording activity with property refinancing because of low interest rates available to borrowers. Completing paperwork related to property transactions requires those documents to be recorded with her office.

The Recorder’s Office offers several ways to record documents: in-person, by mail, and via e-recording. During the health crisis, Ms. Rodriguez urges the public to use the mail: “The first option is for the public to mail us their documents for recording instead of coming into the Recorder’s office.” She continues, “Second, for now, we will also continue to have limited counter service available for in-person recordings at our 240 N. Stone, first floor.” The office strives to keep customers and employees

safe. In-person recording counters are regularly sanitized and staff observe recommended social distancing protocols to protect the public health.

The third option, e-recording, has always been the most popular. “Almost 70% of our recording activity is already done digitally, without public contact,” Rodriguez says.

Below is more information about how the public and the real estate industry can record documents with Pima County.

Option 1. Any customer can mail a document to be recorded to: P.O. Box 3145, Tucson AZ 85702-3145.

- The fee to record a document is \$30.00; checks made out to “Pima County Recorder” are the only form of payment accepted by mail. The office does NOT accept credit card numbers by mail or by telephone.
- It will take 2-3 weeks before the document is mailed back to you

Option 2. Any customer can visit 240 N. Stone Ave., first floor, Tucson, to record a document. The office is located on the east side of Stone Ave. between Alameda and Toole. Or visit the east side office at or 6920 E Broadway Blvd., Suite D, near the Gaslight Theater.

- The fee to record a document is \$30.00; cash, check and debit/charge cards are accepted
- Your document will be recorded
- Hours are 8 a.m. to 5 p.m., Monday-Friday (except holidays)

Option 3. Any customer may go to one of these websites and set up an account for electronic recording (for a minimal fee):

www.dsipro.com

www.erecordingpartners.net

www.erecording.com

www.simplifile.com

In addition, customers may purchase forms to record from www.deeds.com. The site does not give out legal advice on which form to use; there is no assistance provided in the preparation of any form. The County's fee to record any document, with the appropriate form, will still be \$30.00 per document.

Customers with questions about recording documents in Pima County may call 520-724-4350 for more information, or email webmaster@recorder.pima.gov.

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