



Recorded Document Alert

Step-by-Step

The Mohave County Recorded Document Alert system has been implemented to provide a means for you to be alerted when a document is recorded that relates to you and/or your property. If you receive an email alert through the program, you may view the document online, then seek legal advice if you have concerns.

How to Register:

In your web browser, enter: www.mohave.gov/departments/recorder/recording/ then select **Recorded Document Alert**



After reading through the disclaimer content, you will need to select **I'm Not a Robot** then **I Accept**

Disclaimer Content

The grantor/grantee index provided for you on this web site will enable you to search public records for the Mohave County Recorder's official records from 1988 to present. All official maps may now be searched and viewed for your own research. If a large legible print is desired please contact Mohave County Assessor's Office for the Cartography division.

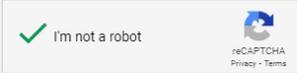
Our records, by statute, are indexed in alphabetical order by name (last name first NO COMMA). You will need at least one of the parties' names and approximate date of the transaction to receive accurate search results. You may also search for information by a specific field or combination of fields presented here. This will help you limit your search. Legal descriptions are provided as a courtesy and are not verified information. You may not always be able to search by address, legal description or tax parcel number on this index. It may be possible that the document you are researching is not recorded with this office.

The public can view indexing data only up to the date that documents have been completely indexed and proofed by staff members.

You are entering the Mohave County Recorder's online public records search. The Mohave County's Recorder's Office makes every effort to provide accurate data from the recorded documents, but the information provided on this site is done as a service and is presented with no guarantees of accuracy or reliability. This is not a final source of documentation for property title transfers or any legal matters and it is recommended that you obtain professional services. Our purpose is to provide data for reference information only and the information gathered is the responsibility of the user.

In using this site, you acknowledge that you have read and understand these terms of disclaimer and in no way hold Mohave County and Mohave County Recorder responsible for information gathered.

Revised 2/2024



Once you have read through the introduction notes, select **Sign Up**



Fill in the required information *

Add Account Details

UserID *	Email Address *
<input type="text"/>	<input type="text"/>
Password *	Confirm Password *
<input type="text"/>	<input type="text"/>

Profile Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Phone Number *	
<input type="text"/>	
Company	
<input type="text"/>	

Mailing Address

Mailing Address *

Address 1 *

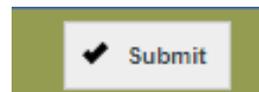
Address 2

City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Billing Address

Same as Mailing Address

Then select **Submit** at the bottom right of the page



If you receive an error during this process, check back at the form to ensure you have fully completed all required fields and verify for correct information.

After submission, a pop up will appear stating that an account activation email will be sent to the email address you provided. It may take up to 24 hours to receive your account activation email. Be sure to check your spam/junk folders. Once received, select the link in the email to activate your user account.

UserID,

Thank you for creating a new account! Click the link below to activate your account.

[Verify email address for UserID](#)

If you did not create an account with us, you may ignore this email.

Mohave, Recorder
P.O. Box 7000
Kingman, AZ 86402

Now, you may login using the credentials you chose when completing the online registration form.

Subscribe to Recorded Document Alert

Welcome to Mohave County Recorder's Self Service Recorded Document Alert!

The online Recorded Document Alert is a simple way to help prevent you from being the victim of property fraud. When you register your name with us online, then when a document is recorded with your name on it, you will be notified via an email from our online system. This can give you early warning of property fraud being committed in your name. The email notification will have details of the record being recorded with your name and will provide a link to view the document via our online Self Service software. This gives you the ability to visually confirm the document being recorded, or it will be an early warning to someone taking advantage.

The funding for this voluntary service was provided in Senate Bill 1720 to provide a system by January 1, 2025 for notifying a person or entity, on a voluntary basis, when a document is recorded in their name by email, text or other similar means per Senate Bill 1110.

Once you have signed up on our online system, a confirmation email will be sent to your email address.

Anytime you would like to change your alerts or un-subscribe, just enter your UserID and Password that you signed up with in our Self Service Recorder Document Alert module and refine your alert with additional names or parcel numbers. To unsubscribe you would remove all alerts by clicking the trashcan and then click save at the bottom of the page.

The unsubscribe process is also described once logging in and looking at your alerts.

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If you are unable to login, verify you are entering the correct information. If this does not work, select **Reset Password** to create new login credentials.

Please log in

[New Registered User](#)
[Reset Password](#)

See next page for how to set up alerts!

Adding Alerts

Set-up an Alert for a Name: Select **Individual** from the drop down, then type the full last name of the person and then their first name. Then select **Add Alert** near the bottom right of the box. Click **Save**

Ex. DOE JOHN

- Be aware that people with the same name will receive the same alert. Remember to review the document prior to seeking legal advice.
- Names such as McClure or O'Brien should be entered with no punctuation. Enter the name as follows: MC CLURE / O BRIEN.

Set-up an Alert for a Parcel Number: Select **Parcel** from the drop down, then type the full parcel number with dashes. Select **Add Alert** near the bottom right of the box. Click **Save**

Ex. 123-45-678

- Be aware that not all documents contain a parcel number.

Set-up an Alert for a Business Name: Select **Business** from the drop down, then type the business name. Select **Add Alert** near the bottom right of the box.

- If a business name begins with 'The' do not include this when entering the name. Ex. *The Mohave County Recorder* should be entered as *Mohave County Recorder*
- Do not enter common words such as Corporation, Company, LLC, etc. Ex. *Helpful Instructions Incorporated* should be entered as *Helpful Instructions*

Add Recorded Document Alert

Individual ▼ DOE JOHN

+ Refine my Alert

Add Alert

Add Recorded Document Alert

Parcel ▼ 123-45-678

+ Refine my Alert

Add Alert

CHANGES WILL NOT BE SAVED UNLESS YOU SELECT SAVE AT THE BOTTOM RIGHT OF THE PAGE.

Save

Once alerts have been added, they will appear on the right side of the screen under **My Alerts**

My Alerts	
Individuals	
DOE JOHN	 
Business	
HELPFUL INSTRUCTIONS	 
Parcel	
123-56-789	 

Editing Alerts

To edit an alert, select the **pencil** icon next to the alert

The alert will move to the left box for you to make any changes. Select **Add Alert** when finished. Click **Save**

Individuals

DOE JOHN



Removing Alerts

To remove an alert, select the **Trash Can** icon next to the alert.

The alert will be removed. Click **Save**.

Individuals

DOE JOHN



Tip: When adding an alert, do not include multiple names or parcel numbers in the same alert. Type one name then select **Add Alert**, then type another name or parcel number then select **Add Alert**.

CHANGES WILL NOT BE SAVED UNLESS YOU SELECT SAVE AT THE BOTTOM RIGHT OF THE PAGE.

Save