



RECORDING PROCESS

- (1) When registering or transferring land / house, the first step is to submit an affidavit and all written documents pertaining to the land / house to the Realty Office. The affidavit should be written by the claimant (if registration) or the current assignee (if transfer), and should include the following:
 - Name, mailing address, phone number and enrollment number (CIB or tribal ID card can be obtained from the Taos Pueblo Enrollment Office – 575-758-8626 ext. 119)
 - Location of land or house (describe using roads, land marks, distance from the Pueblo, etc) and the right of way / access to the land / house.
 - How was the land / house acquired? (i.e. purchase, gift, exchange, fine payment, etc.)
 - From whom and when (date)?
 - Intentions for the land / house (registration or transfer by i.e. sale, gift, exchange, etc.)
 - List all witnesses who can support the registration or transfer. Request written notarized statements of support from your witnesses.

The affidavit must be dated and notarized. It can be hand written as long as it is legible. The Realty Office can assist by typing the statement upon receipt of a draft copy.

Notary Publics in the area:

Yvonne Trujillo, Sage Yardley, June Fernandez – Gaming Commission Office – 1075 Veterans Hwy
Micheleigh Lujan – Water Administration Office – CMS Building – 1075 Veterans Hwy
Rima Gomez – WarChief's Office – 120 Veterans Hwy
Yevonn Archuleta – Enrollment Office – CMS Building – 1075 Veterans Hwy

- (2) After the affidavit is received by the Realty Office, a site visit will be scheduled to see the land / house.
- (3) Preparation of recording document and location maps for review and signature by all parties. This portion of the recording process takes the longest amount of time.
- (4) Issuance of Public Notice signed by the WarChief's Office for land / Governor's Office for village houses and corrals. The notice will be posted for thirty (30) days. At this time, any other parties who may have a legitimate interest on the parcel may submit their written concerns and comments to the WarChief's Office / Governor's Office.
- (5) Review by the WarChief's Office / Governor's Office. At this time, the WarChief's Office / Governor's Office may ask for additional information, meet with all parties involved, and conduct additional research. When all questions and concerns have been addressed, the WarChief's Office / Governor's Office will approve or deny the document.
- (6) The approved document will be filed in the Taos Pueblo Realty Office with copies being forwarded to the assignee/transferee, transferor and witnesses.
- (7) Should the claim be denied, the WarChief's Office / Governor's Office will inform all parties of the reason.