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How to Complete a Nevada Memorandum of Lease

Recording Notice of a Lease, Purchase Option, or Right of First Refusal

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR NEVADA MEMORANDUM OF LEASE.

About this form. A **memorandum of lease** is a short, recordable notice that a lease exists, how long it lasts, and any options, without revealing rent. It protects tenants on long-term commercial, ground, cell tower, and solar leases and tenants holding a purchase option.

1. **Have the signed lease handy**
   Copy the lease date and parties exactly.
2. **Describe the premises**
   Address, APN, and legal description.
3. **Enter the term and options**
   Do not include rent.
4. **Sign before a Nevada notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. Our Nevada-commissioned notaries come to you.
5. **Record it**
   Record it where the property is located.
6. **Keep copies with the lease**
   Each party keeps a copy.

Good to Know

- Many leases require the landlord to sign a memorandum on request.
- Record a termination when the lease ends.
- Complex leases should be reviewed by an attorney.

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Nevada-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in Nevada, California, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

APN: _____

Recording Requested By: _____

When Recorded Mail To:

Name: _____

Address: _____

City/State/ZIP: _____

MEMORANDUM OF LEASE

This Memorandum gives notice of an unrecorded lease dated

_____
(date of lease)

between

_____ _____
(LANDLORD) (landlord address)

and

_____ _____
(TENANT) (tenant address)

for the following premises:

_____ _____ _____
(street address) (city) (county)

Legal description (copy exactly from the deed, or write “See Exhibit A attached”):

_____
(legal description, line 1)

_____
(legal description, line 2)

_____ _____
(lease start date) (lease end date)

Options and rights (mark all that apply): ☐ extension or renewal options: _____ ☐ option to purchase ☐ right of first refusal ☐ other: _____

This Memorandum is recorded only to give notice of the lease and the rights listed above. It does not change the lease; if they conflict, the lease controls. Rent and other terms are in the lease and incorporated by reference.

The undersigned hereby affirms that this document submitted for recording does not contain the social security number of any person or persons. (NRS 239B.030)

(Date)	(Signature)
	(printed name)
(Date)	(Signature)
	(printed name)

If signing for a company or trust: entity name and signer's title

CERTIFICATE OF ACKNOWLEDGMENT

(Nevada Revised Statutes Section 240.166)

State of Nevada)

County of _____)

This instrument was acknowledged before me on _____ by
(date)

_____ .
(name(s) of person(s))

_____
(Signature of notarial officer)

_____
(Title and rank (optional))

(Seal, if any)