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How to Complete a Nevada Substitution of Trustee

Naming a Qualified Trustee — for Reconveyance or Other Trustee Action

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR NEVADA SUBSTITUTION OF TRUSTEE.

About this form. The **beneficiary** (lender) of a Nevada deed of trust can replace the trustee. Nevada law (NRS 107.028) limits who may serve as trustee — generally title insurers and agents, licensed escrow agencies, banks and similar institutions, and Nevada attorneys — so a private lender usually **cannot** name themselves. After a private loan is paid off, the lender commonly substitutes a title company as trustee and asks it to issue the **full reconveyance**.

1. **Get the recorded deed of trust**
   Copy its date, recording details, trustor, original trustee, and legal description.
2. **Choose a qualified trustee**
   Ask a title company or escrow agency to serve as trustee and confirm its exact legal name and address.
3. **Fill in the recording box**
   Add the APN and the “When Recorded Mail To” address.
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 the notarized substitution with the County Recorder where the property is located.
6. **Request the reconveyance**
   If the loan is paid, give the new trustee a written request for full reconveyance and the original note; the trustee records the reconveyance.

Good to Know

- Nevada law sets deadlines for requesting and recording a reconveyance after payoff (NRS 107.077), with penalties for delay.
- If the beneficiary interest was assigned, only the current beneficiary may sign.
- A title company may have its own substitution and reconveyance forms.

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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: _____

SUBSTITUTION OF TRUSTEE

(Nevada Revised Statutes Chapter 107)

The undersigned is the present beneficiary under the deed of trust dated and recorded as follows:

_____ _____ _____

(date of deed of trust) (recording date) document / instrument number

in the Official Records of _____ County, Nevada, executed by

_____ _____

(name(s) of trustor(s) — borrower(s)) (original trustee)

as trustor, encumbering the following real property:

_____ _____ _____

(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)

_____

(legal description, line 3)

The undersigned hereby substitutes

_____ _____

(name of NEW trustee) (address of new trustee)

as trustee under said deed of trust, in place of the original trustee and any prior substituted trustee. The undersigned represents that the new trustee is qualified to act as trustee of a deed of trust under Nevada law (NRS 107.028).

The new trustee is authorized to take all actions of the trustee under the deed of trust, including issuing a reconveyance when the obligation secured has been paid in full.

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)

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)