



Administrative Recording Requirements

State of California

Marital State: Community Property State
Trust State: Yes
Mortgage State: No

Recording Structure: 58 counties / County Recorder

County Assessors List: <http://www.boe.ca.gov/proptaxes/assessors.htm>

Required Documents: Preliminary Change of Ownership Report
<http://www.co.el-dorado.ca.us/assessor/pdf/PCOS.PDF>

Required Statement: **Tax Declaration Statement** must be listed immediately under title of document on first page
Notice of Tax Exemption must be listed immediately under tax declaration statement on first page

Formatting of Documents:

Format specified / penalty applies for non-compliant pages
16 lb white paper minimum
All pages must be legible for photo duplication
Cover sheet required
8 1/2 x 11 - penalty for larger size
First page: 2 - 3" top margin / 5" right hand blank / 1/2" other margins
Other ages: 1/2" all margins
Requested by name and address must be included in top 3 1/2" left hand margin
Return to name and address must be included in top 3 1/2" top margin
10 point font size minimum
9 lines per vertical inch / 22 characters per horizontal inch
Tax statement mailing address must be included for all deeds at the bottom of cover sheet

Legal Description: Required for all deeds, mortgages, and deeds of trust, and must include parcel number
Legal Description must be referenced throughout document as "Exhibit ___", and must be labeled as such on the top of the page
Must reference previously recorded documents by date, document #, book and page

Other Requirements:

Do not include social security numbers
Borrower name and address must be listed on first page of document
If mortgage is in trust, the name of the trust must be listed above or below signature
Grantor/Grantee name and address must be included on all deeds, deeds of trust and mortgages
All signatures must have a printed name underneath
Subsequent filings should include reference date, book & pages
All documents require all purpose acknowledgement
Acknowledgements should only include borrower's name (do not include AKAs, Trustees, etc)
Notary stamp must clear and legible and should include name, county of business, phone, notary registration number, expiration date and signature.
All Affidavits, Mechanic's Liens and Notices of Completion must include Jurat.
Requests for Notice of Default require additional fees whether filed separately or with originals Clarity pages accepted with Clarity Form
Re-records require reason listed at top of document.
Mobile Home Affidavits must be recorded as separate documents prior to the deed being recorded
Affidavit of Affixation must be recorded as a rider to the Deed of Trust
Relationship between parties is required on all deeds
Satisfactions must be titled appropriately (IE: Deed of Trusts must be titled as "Satisfaction of Deed of Trust"
Death Certificates must be filed with Affidavit of Death, Preliminary Change of Ownership, and Jurat

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 3 days - 6 weeks

California County Specifics

State of California **Preliminary Change of Ownership Report** <http://www.co.el-dorado.ca.us/assessor/pdf/PCOS.PDF>
IRS Form 709 - U.S. Gift (& Generation Skipping Transfer) Tax Return may be required when "gift" is claimed on transfer of real estate .
<http://www.irs.gov/formspubs>

Alameda County Some cities require a transfer tax on deeds, must contact county to verify based on location of property

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|------------------------------|---|
| Contra Costa County | <p>County Recorder Website http://www.ccclerkrec.us/connect/site/index.jsp?menulitemid=6 Re-Records require borrower to re-sign and must be re-acknowledged Will not record documents concurrently All document riders must be signed by the borrower(s) Requests for Notice of Default must be notarized if completed and signed</p> |
| Humboldt County | Assignments for Rents may be included in documents for additional fee |
| Fresno County | Re-Records require affidavit and acknowledgement. Agent can sign for borrower Requests for Notice of Default must be notarized if completed and signed |
| Kern County | Re-Records require affidavit and acknowledgement. Agent can sign for borrower |
| Los Angeles County | <p>Manufactured Home Affidavit and Power of Attorney must be submitted as riders to deeds, not recorded separately Recorder Main Website http://www.lavote.net/Recorder/Document_Recording.cfm#RecordingFees Borrower signature is required on the preliminary change of ownership report Re-Records require borrower to re-sign and must be re-acknowledged Assignments for Rents may be included in documents for additional fee Perjury statement must be included and added to page count if clarify pages are submitted Satisfactions of Judgment must be certified by Clerk of the Court prior to recording</p> |
| Mendocino County | <p>Borrower signature is required on the preliminary change of ownership report Does not accept stickers on any documents Documents cannot include any attachments (IE: post-it notes, etc) Requests for Notice of Default must be notarized if completed and signed</p> |
| Modoc County | No stickers, corrective tape or liquid is accepted on any documents |
| Nevada County | Assignments for Rents may be included in documents for additional fee |
| Obispo County | Assignments for Rents may be included in documents for additional fee |
| Placer County | <p>Borrower signature is required on the preliminary change of ownership report Re-Records require borrower to re-sign and must be re-acknowledged Assignments for Rents may be included in documents for additional fee Does not accept stickers, corrective tape or liquid on any documents</p> |
| Riverside County | <p>Fee Schedule http://riverside.asrclrec.com/acr/forms/Fee%20Schedule.pdf Re-Records require borrower to re-sign and must be re-acknowledged</p> |
| Sacramento County | <p>Exempt Deeds must include exemption code typed on the first page of the document Assignments for Rents may be included in documents for additional fee Does not accept stickers, corrective tape or liquid on any documents</p> |
| San Benito County | Will not record assignments concurrently |
| San Bernardino County | <p>San Bernardino County Cover Sheet http://www.co-san-bernardino.ca.us/acr/pdf/cover.pdf Fee Schedule http://www.co-san-bernardino.ca.us/acr/pdf/Feeschedule0109%20.pdf Mobile Home Power of Attorneys and Affixations must be filed as riders to the Deed of Trust (not as separate documents) Manufactured Home Affidavit and Power of Attorney must be submitted as riders to deeds, not recorded separately Does not accept documents with stickers</p> |
| San Luis County | Assignments for Rents may be included in documents for additional fee |
| San Diego County | <p>Recording and Filing Fees http://arcc.co-san-diego.ca.us/arcc/docs/RecFilingFees.pdf San Diego County Cover Sheet http://arcc.co-san-diego.ca.us/arcc/docs/covsh.pdf</p> |
| San Francisco County | <p>Office of Assessor-Recorder Website http://www.sfgov.org/site/assessor_index.asp?id=93 Transfer Tax Affidavit http://www.sfgov.org/site/uploadedfiles/assessor/real_property/TransferTaxAffidavit11-20-09.pdf</p> |
| San Joaquin County | Claim of Exemption Form Documentary Transfer Tax http://www.co-san-joaquin.ca.us/Recorder/forms.htm |
| Santa Barbara County | <p>Transfer Tax Affidavit http://sbcrecorder.com/clerkrecorder/clerkrecorderpdf/2009DTTAffidavit.pdf</p> |
| Santa Clara County | <p>"Requested by" name and address must be included on first page of all documents "Mail Tax Statements to:" name and address must be include on the bottom of the first page of all documents Some cities require a transfer tax on deeds, must contact county to verify based on location of property When applicable, the transfer tax should be paid first, otherwise documents will take as long as 6 weeks to be returned "Gift" exemptions must include verbiage that property is "free and clear of liens or encumbrances" Borrower signature is required on the preliminary change of ownership report Re-Records require borrower to re-sign and must be re-acknowledged Assignments for Rents and Fixture Filings may be included in documents for additional fee</p> |
| Siskiyou County | Assignments for Rents may be included in documents for additional fee |

Solano County
Stanislaus County
Tulare County

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