



## 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

**Contra Costa County** County Recorder Website  
<http://www.ccclerkrec.us/connect/site/index.jsp?menuitemid=6>  
Re-Records require borrower to re-sign and must be re-acknowledged

	<p>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>
<b>Humboldt County</b>	Assignments for Rents may be included in documents for additional fee
<b>Fresno County</b>	Re-Records require affidavit and acknowledgement. Agent can sign for borrower
<b>Kern County</b>	Requests for Notice of Default must be notarized if completed and signed Re-Records require affidavit and acknowledgement. Agent can sign for borrower
<b>Los Angeles County</b>	<p>Manufactured Home Affidavit and Power of Attorney must be submitted as riders to deeds, not recorded separately  Recorder Main Website  <a href="http://www.lavote.net/Recorder/Document_Recording.cfm#RecordingFees">http://www.lavote.net/Recorder/Document_Recording.cfm#RecordingFees</a>  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>
<b>Mendocino County</b>	<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  No stickers, corrective tape or liquid is accepted on any documents</p>
<b>Modoc County</b>	Assignments for Rents may be included in documents for additional fee
<b>Nevada County</b>	Assignments for Rents may be included in documents for additional fee
<b>Obispo County</b>	Borrower signature is required on the preliminary change of ownership report
<b>Placer County</b>	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
<b>Riverside County</b>	<p>Fee Schedule  <a href="http://riverside.asrclrec.com/acr/forms/Fee%20Schedule.pdf">http://riverside.asrclrec.com/acr/forms/Fee%20Schedule.pdf</a>  Re-Records require borrower to re-sign and must be re-acknowledged</p>
<b>Sacramento County</b>	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
<b>San Benito County</b>	Does not accept stickers, corrective tape or liquid on any documents Will not record assignments concurrently
<b>San Bernardino County</b>	<p>San Bernardino County Cover Sheet  <a href="http://www.co.san-bernardino.ca.us/acr/pdf/cover.pdf">http://www.co.san-bernardino.ca.us/acr/pdf/cover.pdf</a>  Fee Schedule  <a href="http://www.co.san-bernardino.ca.us/acr/pdf/Feeschedule0109%20.pdf">http://www.co.san-bernardino.ca.us/acr/pdf/Feeschedule0109%20.pdf</a></p>
	Mobile Home Power of Attorneys and Affixations must be filed as riders to the Deed of Trust (not as separate documents)
<b>San Luis County</b>	Manufactured Home Affidavit and Power of Attorney must be submitted as riders to deeds, not recorded separately
<b>San Diego County</b>	<p>Does not accept documents with stickers  Assignments for Rents may be included in documents for additional fee  Recording and Filing Fees  <a href="http://arcc.co.san-diego.ca.us/arcc/docs/RecFilingFees.pdf">http://arcc.co.san-diego.ca.us/arcc/docs/RecFilingFees.pdf</a>  San Diego County Cover Sheet  <a href="http://arcc.co.san-diego.ca.us/arcc/docs/covsh.pdf">http://arcc.co.san-diego.ca.us/arcc/docs/covsh.pdf</a></p>
<b>San Francisco County</b>	<p>Office of Assessor-Recorder Website  <a href="http://www.sfgov.org/site/assessor_index.asp?id=93">http://www.sfgov.org/site/assessor_index.asp?id=93</a>  <b>Transfer Tax Affidavit</b>  <a href="http://www.sfgov.org/site/uploadedfiles/assessor/real_property/TransferTaxAffidavit11-20-09.pdf">http://www.sfgov.org/site/uploadedfiles/assessor/real_property/TransferTaxAffidavit11-20-09.pdf</a></p>
<b>San Joaquin County</b>	<p>Claim of Exemption Form Documentary Transfer Tax  <a href="http://www.co.san-joaquin.ca.us/Recorder/forms.htm">http://www.co.san-joaquin.ca.us/Recorder/forms.htm</a></p>
<b>Santa Barbara County</b>	<p><b>Transfer Tax Affidavit</b>  <a href="http://sbrecorder.com/clerkrecorder/clerkrecoderpdf/2009DTTAffidavit.pdf">http://sbrecorder.com/clerkrecorder/clerkrecoderpdf/2009DTTAffidavit.pdf</a></p>
<b>Santa Clara County</b>	<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</p>
<b>Siskiyou County</b>	When applicable, the transfer tax should be paid first, otherwise documents will take as long as 6 weeks to be returned
<b>Solano County</b>	"Gift" exemptions must include verbiage that property is "free and clear of liens or encumbrances"
<b>Stanislaus County</b>	Borrower signature is required on the preliminary change of ownership report
<b>Tulare County</b>	<p>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  Assignments for Rents may be included in documents for additional fee  Borrower signature is required on the preliminary change of ownership report  Requests for Notice of Default must be notarized if completed and signed  Borrower signature is required on the preliminary change of ownership report  Re-Records require borrower to re-sign and must be re-acknowledged  Will not record subordinations concurrently</p>