

State of California Administrative Recording Requirements:

Marital State: Yes

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" maximum accepted
- Two-sided allowed

Non-standard fee:

- Accepted

Margins:

- First Page: 2 ½" by 5" Top-Right corner; ½" other sides
- Other Pages: ½" all sides

Print:

- Black or Blue ink
- 10 point font (first page) 8 point font (other pages) minimum
- 22 characters per horizontal inch

Preparer Info:

- Not Required

Vesting:

- Property address must appear on the first page of the documents
- Trustee name required

Marital Status:

- Required

APN/PID Number:

- Required to appear on the first page of the document

Witnesses:

- None required

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017



Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments

Notary:

- Requires "California All-Purpose Acknowledgement"
- Date of Acknowledgment (Must be concurrent to or later than the document date)
- Expiration Date of Notary
- Stamp or Seal (must be legible for recording)
- Notary's phone number is required

Attachments:

- Must be referenced within the body of the document (legal description, modifications, etc.)

FORM REQUIREMENTS:

Cover Sheets:

- All counties require document title cover sheet (except Los Angeles)
- Government Code Form 27361.7 required with all acknowledgments.

Deeds/Subordination Agreements:

- Preliminary Change of Ownership Report – all deeds and death affidavits (signed by borrower)
- Mail Tax Statement required
- Legal Description
- Previous Recorded Information Required

Request for Notice of Default:

- Name of Company must be listed above signature
- Legal Description
- Previous Recorded Information of last Deed of Trust

Lost Affidavit:

- Not Accepted (no provisions)

Death certificate:

- Affidavit of Death required

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- Legal Description
- Certified Copy or Original

Power of attorney:

- Original Only

COMMON REJECTION REASONS:

- Trustee information missing from Deed of Trust
- Documents illegible/font too small
- Transfer tax due with Grant Deeds (if the transfer is not between husband and wife or from trust)
- APN number missing
- Notary Stamp/Seal illegible (handwriting illegible)
- Request for Notice of Default not completed or notarized

SPECIAL CHARACTERISTICS:

- San Francisco County requires Lot/Block number on the front of first page of Deed of Trust
- San Francisco County requires Transfer Tax Affidavit (for deeds or death affidavits only)
- Solano County – strict standard for Preliminary Change of Ownership Report (incomplete forms incur \$10 fee)
- Foreign notary acknowledgements must be translated into English and have an Apostile (authenticated)
- Documents being re-recorded must be re-signed by borrower(s) and notarized (only if actually recorded)

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