

# **General Recording Requirements**

## **Deed/Easement**

1. Name(s) of grantor(s).
2. Name(s) of grantee(s).
3. Legal description of real property.
4. Assessor's parcel number must appear on face of the document.
5. Documentary transfer tax declaration (must appear on face of document).
6. Mailing address – tax statements & return.
7. \*\*\* If deed to a political or governmental agency for public purposes it must have a Certificate of Acceptance.
8. Signature(s) of grantor(s).
9. Signature(s) acknowledged.
10. Preliminary Change of Ownership Report or \$20 penalty fee.