

Recording requested by (name):

Recorder's Use Only

Recording requested by (name):

[Name(s) of owner(s)]

And when recorded, mail this deed and tax statements to (name and address):

[Name(s) of owner(s)]

[Mailing address of owner(s)]

[Mailing Address City, State, ZIP]

In addition to standard fees, a \$75 fee is charged for recording documents. Leave this blank unless you qualify for an exemption. See back of sheet for more info.

Find this on the current deed.

DEED OF FULL RECONVEYANCE

Title Order No.: [Title Order Number] Escrow No.: [Escrow Number]

Assessor's Parcel No. (APN):

[Assessor's Parcel Number]

Documentary Transfer Tax: \$ _____

If exempt, enter R&T code: _____

Explanation: _____

Signature of Declarant or Agent determining tax

Declaration of Exemption From Gov't Code § 27388.1 Fee

- ☐ Transfer is exempt from fee per GC § 27388.1(a)(2):
- ☐ recorded concurrently "in connection with" transfer subject to Documentary Transfer Tax
 - ☐ recorded concurrently "in connection with" a transfer of residential dwelling to an owner-occupier
- ☐ Transfer is exempt from fee per GC 27388.1(a)(1):
- ☐ Fee cap of \$225.00 reached
 - ☐ Not related to real property

[Name of trustee, usually a title company]

, a corporation, as Trustee of the Deed of Trust dated [date], 20[year] made by [Name of trustor, usually property owner]

as [Name of trustor, usually property owner] and recorded on [date], 20[year] as Instrument No. [Inst. No.] in Book/Reel [book-reel], Page/

[page-image], of Official Records of [County] County, California, covering the following

described property (insert legal description):

[Enter legal description as written on most recent deed.]

If you prefer, type (or photocopy) the description on a separate page labeled "Exhibit A," attach it, and enter "See Exhibit A" in this space.

Copy this information from the Deed of Trust.

Copy this information from the deed showing the transfer to the current owners.

Having received from holder of the obligations thereunder a written request to reconvey, reciting that all sums secured by the Deed of Trust have been fully paid, and said Deed of Trust and the note or notes secured thereby having been surrendered to said Trustee for cancellation, does hereby RECONVEY without warranty, to the person or persons legally entitled thereto, the estate now held by it thereunder.

IN WITNESS WHEREOF, [Name of trustee], as Trustee, has caused its corporate name and seal to be hereto affixed by its duly authorized officer.

Date: _____

[Name of trustee]

As trustee

By: _____

Role: _____

The signer should be a representative of the trustee and should identify themselves by name and by their position, such as agent, officer, etc.

Some counties use Instrument Number as well as, or instead of, the Page/Image and Book/Reel numbers. Note: Sacramento formerly used Page and Book numbers, but now uses Instrument numbers. Fill in whatever is on the current deed.

NEXT STEPS:

1. Trustee's representative signs the Reconveyance in front of a notary public.
2. Record the Reconveyance at the Recorder's Office in the county where the property is located. If you attached the property description (instead of typing it out), be sure to include the attachment when you record the Affidavit.
3. Fees: There are two fees: a filing fee (currently \$20/first page plus \$3/additional page in Sacramento) and a \$75 Building Homes and Jobs Act fee. Current Sacramento fees are available at the [Sacramento County Recorder's](http://www.ccr.saccounty.net/Pages/Fees.aspx) website at www.ccr.saccounty.net/Pages/Fees.aspx.

You may qualify for an **exemption from the \$75 Building Homes and Jobs Act fee**. If you do, be sure to claim the exemption on page 1 of your document, or you will be charged regardless. For more information on this in each California county, visit the [California Land Title Association's](http://www.clta.org/page/SB2CountyDocs) information page at www.clta.org/page/SB2CountyDocs.

FOR MORE INFORMATION

- Sacramento County Clerk-Recorder's Office
<http://www.ccr.saccounty.net/>
- Sacramento County Assessor's Office
<http://www.assessor.saccounty.net/>

Sacramento County Public Law Library
609 9th Street, Sacramento, CA 95814
916-874-6012
saclaw.org