

This is the name and address the county will send tax statements to. It does not have to be the same as the owner. For instance, it might be sent to a property manager or trustee.

Filling out Documentary Transfer Tax box:  
1: Enter the amount of Doc. Transfer Tax due, or \$0 if exempt.  
2: Enter the amount of City Tax you are paying, or \$0 if no city tax applies. (No city in Sacramento County imposes this tax; the City of Sacramento collects a different tax, usually via escrow. Contact the City Finance Department with questions.)  
3: Use full value unless the deed documents a foreclosure trustee sale to the creditor secured by the foreclosed deed of trust  
4: Check "unincorporated" if the address is located in an area that is not formally organized as a city. Check "city" and fill in the appropriate city if not.  
5: If you are claiming an exemption, enter the applicable Cal. Rev. & Tax code in the first line and a brief explanation in the second line. Otherwise leave blank.  
6: Signature: You (or your agent, if any) sign the last line.

Recording requested by (name):  
[Name(s) of new owner(s)]  
When recorded mail to and mail tax statements to:  
[Name(s) of new owner(s)]  
[Mailing address of new owner(s)]  
[Mailing Address City, State, ZIP]

Recorder's Use Only

### GRANT DEED

1 Documentary Transfer Tax: \$ \_\_\_\_\_  
2 City Transfer Tax: \$ \_\_\_\_\_  
3  Computed on full value of property conveyed  
4  Computed on full value less liens and encumbrances assumed  
5 City of \_\_\_\_\_  Unincorporated  
6 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

A \$75 fee is charged for recording most documents that do not pay DTT. Leave this blank unless you qualify for an exemption.

Assessor's Parcel No. (APN):  
[Assessor's Parcel No.]

Find this on the current deed.

For a valuable consideration, receipt of which is hereby acknowledged,  
GRANTOR(S) [Name(s) of person granting property to new owners]  
(owners who are signing deed)

who hold(s) title as [Form of title of person granting property to new owners]  
(current owner(s) form of title)

hereby grant(s) to GRANTEE(S) [Name(s) of new owners – include old owner if staying on title]  
(new owners, including current owners if staying on title)

[Name(s) of new owners, if second line needed]  
(new owners, continued)

as [Form of title of new owners]  
(new owner(s) form of title)

the following real property in the City of [city]  
County of [county], California (insert legal description)

Examples of grantors and grantees:  
•Mary Campbell and John Walsh,  
•Than Nguyen, an unmarried woman  
•Bob Roberts, as trustee of the Roberts Family Trust dated Jan. 1, 2010

[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].

Date: \_\_\_\_\_

**Legal description:** Find this on the current deed. If there is room, you can write or type it here, but it may be too long. If so, use the above phrase, then photocopy, write, or type the description from the last deed on a separate paper. Label it "Exhibit A" and attach it after the signature page.

\_\_\_\_\_  
(Signature of declarant)  
[Typed or written name]  
(Print name)

Sign in front of notary.

\_\_\_\_\_  
(Signature of declarant)  
[Typed or written name of second signer, if any]  
(Print name)

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## NEXT STEPS:

1. Sign in the Documentary Transfer Tax Box (top right).
2. Grantor(s) sign the deed in front of a notary public.
3. Fill out the Preliminary Change of Ownership Report (PCOR). This form is required by the Assessor's Office. You can download a copy for Sacramento at [www.assessor.saccounty.net/](http://www.assessor.saccounty.net/). Each county has its own form; contact the assessor in the county where the property is located.
4. Record the deed and submit the PCOR 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 Grant Deed.
5. **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, [www.ccr.saccounty.net/Pages/Fees.aspx](http://www.ccr.saccounty.net/Pages/Fees.aspx).

You may qualify for an **exemption from the \$75 Building Homes and Jobs Act fee** if you are currently a resident in the property. For more information, visit the [California Land Title Association's](http://www.clta.org/page/SB2CountyDocs) information page at [www.clta.org/page/SB2CountyDocs](http://www.clta.org/page/SB2CountyDocs). If you do qualify, be sure to complete the box on page one, or you will be charged.

6. File any required property tax reassessment exclusion claim with the County Assessor's Office. When property changes hands, it is "reassessed" for tax purposes, often causing a sizeable increase in property tax for the new owner.

Certain transfers are excluded from reassessment, including: between parents and children; from grandparents to grandchildren; between spouses; and changes in title without change of ownership interests. If your transfer is excluded from reassessment, you may need to file a claim with the County Assessor. For more information, call the Assessor's office at (916) 875-0750 or visit [www.assessor.saccounty.net/](http://www.assessor.saccounty.net/)

## FOR MORE INFORMATION

For more information about making real estate transfers official, see the "Completing and Recording Deeds" guide available on our website at [saclaw.org/recording-deeds.org/](http://saclaw.org/recording-deeds.org/) (also in Spanish at "*Completar y registrar escritura,*" [saclaw.org/escrituras](http://saclaw.org/escrituras)).

Sacramento County Clerk-Recorder's Office:  
[www.ccr.saccounty.net/](http://www.ccr.saccounty.net/)

Sacramento County Assessor's Office:  
[www.assessor.saccounty.net/](http://www.assessor.saccounty.net/)

Sacramento County Public Law Library  
609 9th Street, Sacramento, CA 95814

916-874-6012  
[saclaw.org](http://saclaw.org)

Download a customizable grant deed form at [saclaw.org/grant-deed](http://saclaw.org/grant-deed)