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Recording requested by (name):

**[Name(s) of new owner(s)]**

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

**[Name(s) of new owner(s)]**

**[Mailing address of new owner(s)]**

**[Mailing Address City, State, ZIP]**

Filling out Documentary Transfer Tax box:

- Line 1: enter the amount of Doc. Transfer Tax due, or \$0 if exempt.
- Line 2: If you are paying \$0, put the Cal. Rev. & Tax code exempting you in the 2nd line. Otherwise leave blank.
- Line 3-4: If you are paying \$0, explain why. Otherwise leave blank.
- Signature: You (or your agent if any) sign the last line.

1/1/2018: In addition to standard fees, a new \$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.

## QUITCLAIM DEED

Assessor's Parcel No. (APN):

**[Assessor's Parcel No.]**

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

For a valuable consideration, receipt of which is hereby acknowledged

**[Name(s) of person giving up rights]**

(Disclaiming Party(ies))

hereby quitclaim(s) to **[Name(s) of person receiving rights]**

(Property Owner(s))

Examples:

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

the following real property in the City of **[city]**, County of **[county]**, California: (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].**

Find this on the current deed.  
Example:  
Lot 14 of Blackacre Addition to the City of Sacramento, as delineated on the map of said addition, recorded January 30, 1965, in Book 625, Page 013065.

Date: **[date of signature]**

Sign in front of notary.

(Signature of declarant)

**[Typed or written name]**

(Typed or written name of declarant)

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

Only disclaiming person(s) must sign.

(Signature of declarant)

(Typed or written name of declarant)

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## NEXT STEPS:

1. Sign in the Documentary Transfer Tax Box (top right).
2. Disclaiming Party(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 file 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 Quit Claim 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 at [www.ccr.saccounty.net/Pages/Fees.aspx](http://www.ccr.saccounty.net/Pages/Fees.aspx).

The Grantee may qualify for an **exemption from the \$75 Building Homes and Jobs Act fee** if s/he is currently an owner and resident of 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).

5. 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. 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 ((916) 875-0750) or visit [www.assessor.saccounty.net/ExemptionExclusion/Pages/ExclusionsMoreInfo.aspx](http://www.assessor.saccounty.net/ExemptionExclusion/Pages/ExclusionsMoreInfo.aspx)

## FOR MORE INFORMATION

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

Sacramento County Public Law Library  
609 9th Street, Sacramento, CA 95814  
916-874-6012  
[www.saclaw.org](http://www.saclaw.org)