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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.

GRANT DEED

Assessor's Parcel No. (APN):

[Assessor's Parcel Number]

Documentary Transfer Tax: \$ **[1]**

If exempt, enter R&T code: **[2]**

Explanation: **[3]**

[4]

Signature

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,

GRANTOR(S) **[Name(s) of owner(s) signing deed]**,

(Owner(s) who are signing deed)

[form of title if needed]

Examples:

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

hereby grant(s) to GRANTEE(S) **[New owner(s). Include current if staying on title]**

(New Owner(s))

as **[Form of title, if needed]**

Examples: joint tenants; tenants in common; community property; community property with right of survivorship (WROS); as trustee of the [trust name] Trust

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)

[Name of current owner]

(Typed or written name)

Date: **[date of signature]**

Sign in front of notary.

(Signature of declarant)

[Name of second current owner, if needed]

(Typed or written 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/. 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 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 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.

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/

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 (also in Spanish at "*Completar y registrar escritura*," www.saclaw.org/escrituras).

Sacramento County Clerk-Recorder's Office:
www.ccr.saccounty.net/

Sacramento County Assessor's Office:
www.assessor.saccounty.net/

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

916-874-6012
www.saclaw.org