

### Sample Grant Deed with Instructions

Recording requested by (name):

Herbert Husband and Wanda Wife

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

Herbert Husband and Wanda Wife

123 Main St.

Sacramento CA 95814

The name of the person who will be turning the deed in to the Recorder's Office.

The name and address of the person who will receive the new deed and all tax statements.

The APN (Assessor's Parcel Number) of the property. This is on the current deed.

### GRANT DEED

APN: 123-34-5678

DOCUMENTARY TRANSFER TAX \$0

EXEMPTION (R&T CODE) 11911

EXPLANATION Gift

Herbert Husband

Signature of Declarant or Agent determining

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

For a valuable consideration, receipt of which is hereby acknowledged,

GRANTOR(S) Herbert Husband

(Owner(s) who are signing deed)

a married man

Enter the name or names of the current owners, and form of title.

hereby grant(s) to GRANTEE(S) Herbert Husband and Wanda Wife

Enter the name or names of all new owners (including current if they are staying on title).

as community property with right of survivorship

Enter the form of title in which the new owners will hold the property.

Enter the city and county where the property is located.

the following real property in the City of Sacramento, County of Sacramento, California: (insert legal description)

**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. Or: attach a copy marked "Exhibit A" and write "See Exhibit A."**

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

Sign in front of notary.

(Signature of declarant)

Herbert Husband

(Typed or written name of declarant)

Enter the exact legal description of the property as shown on the current deed.  
OR: attach as Exhibit A (photocopy the exhibit attached to the current deed, if any) and type or write "See Exhibit A" in this space.

## 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 <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.** The Recorder's Office charges a recording fee (currently \$21/first page plus \$3 for additional pages). Current Sacramento fees are available at the Sacramento County Recorder's website at [www.ccr.saccounty.net/Pages/Fees.aspx](http://www.ccr.saccounty.net/Pages/Fees.aspx).

If you attached the property description (instead of typing it out), be sure to include the attachment when you record the Grant Deed.

**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, 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 [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)).

## On the Web:

- 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  
[www.saclaw.org](http://www.saclaw.org)