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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]

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 cbde 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.

INTERSPOUSAL TRANSFER 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

There is no consideration for this transfer.

This is an Interspousal Transfer and not a change in ownership under Section 63 of the Revenue and Taxation Code. Grantee has checked the applicable exclusion from reappraisal:

- From joint tenancy to community property;
- From one spouse to both spouses;
- From one spouse to the other spouse;
- From both spouses to one spouse;
- Other: \_\_\_\_\_

Check the appropriate box. If the community or one spouse/DP is giving up all rights to the other spouse/DP, also check the last box to indicate deliberate waiver of community property rights.

- Check when creating separate property interest in grantee spouse: **It is the express intent of the grantor, being the spouse of the grantee, to convey all right, title and interest of the grantor, community or otherwise, in and to the herein described property to the grantee as his/her sole and separate property.**

GRANTOR [name of spouses/DPs giving up rights] hereby grant(s) to GRANTEE [name of spouses/DPs receiving rights] the following real property in the City of [city name or Unincorporated area], County of [county name], 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.

Sign in front of notary.

Date: [date of signature]

(Signature of declarant)

[Typed or written name]

(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 Interspousal Transfer 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).

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.

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