

Recording requested by (name):
[Name(s) of new owners]

Name of person recording the
Substitution of Trustee

Recorder's Use Only

When recorded mail to
and mail tax statements to:

[Name(s) of new owners]

[Mailing Address of new owners]

[Mailing Address of new owners]

[Mailing Address City, State, ZIP]

Name and address of person
who should receive the
stamped copy of this document
when recorded, and tax
statements from now on.

1/1/2018: In addition to standard
fees, a new \$75 fee is charged
for recording documents unless
an exemption applies. See back
of sheet for more info.

SUBSTITUTION OF TRUSTEE

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

This can be
found on the
current deed
or the tax bill.

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

Title Order No.: [Title Order No.] Escrow No.: [Escrow No.]

WHEREAS, [Original Trustor – usually borrower] was the original Trustor,
[Original Trustee – usually title company] was the original
 Trustee, and [Original Beneficiary - usually lender] was
 the original Beneficiary under that certain Deed of Trust dated [date deed of trust was signed]
 and recorded on [date deed of trust was recorded] as Instrument No. [Inst. No., if used]
 in Book/Reel [Book or Reel No., if used], Page/Image [Page or Image No., if used],
 of the Official Records of [County] County, California; and

Copy
this
from the
deed of
trust

WHEREAS, the undersigned are all the Beneficiaries under said Deed of Trust; and

WHEREAS, the undersigned desire to substitute a new Trustee under said Deed of Trust in place and instead of said original Trustee thereunder, in the manner provided for in the Deed of Trust;

NOW, THEREFORE, the undersigned hereby substitutes [New Trustee] whose address is: [New Trustee's address], as Trustee.

Date: [Date of Signature]

Sign in front of notary.

As beneficiary

By: [Representative Name]

Role: [Representative Role at Beneficiary]

Sacramento County does not use Instrument Numbers, only Book/Reel and Page/Image numbers. Use whatever is appropriate for the county where the property is located.

NEXT STEPS:

1. Beneficiary signs the Substitution of Trustee in front of a notary public.
2. Record the Substitution of Trustee at the Recorder's Office in the county where the property is located.
3. Fees: There are two fees: a filing fee (currently \$20/first page plus \$3/additional page in Sacramento) and (as of Jan. 1, 2018) 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.

There are some exemptions from the \$75 fee. If you qualify, fill out the **Declaration of Exemption from Gov't Code 27388.1 Fee** box on page one of the declaration, or you will be charged. If not, leave it blank. For information on this new fee and exemptions, visit the [California Land Title Association's](http://www.cta.org/page/SB2CountyDocs) information page at www.cta.org/page/SB2CountyDocs and select your county.

FOR MORE INFORMATION

On the Web:

- Sacramento County Clerk-Recorder's Office
<http://www.ccr.saccounty.net/>
- Sacramento County Assessor's Office
<http://www.assessor.saccounty.net/default.htm>

Sacramento County Public Law Library
609 9th Street, Sacramento, CA 95814
916-874-6012
saclaw.org