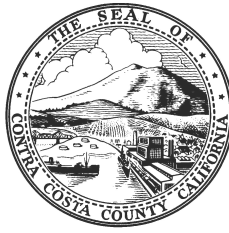


County Clerk-Recorder
555 Escobar Street
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Joseph E. Canciamilla
County Clerk-Recorder and
Registrar of Voters
Barbara Dunmore
Assistant Clerk-Recorder

Contra Costa County Clerk-Recorder and Registrar

www.contracostacore.us

Change of Title and Transfers of Property

Conveyances of title to real property are commonly evidenced by the recording of an instrument. Additions of spouses, transfers of property into or out of trusts, and removal of persons from title are examples of changes in title that can be accomplished by the preparation, execution, and recording of a document reflecting the change.

Although we cannot give legal advice, we can provide you with the requirements to make your document acceptable for recording. The two most common documents used to transfer ownership are the Grant Deed and Quit Claim Deed. When these documents are presented for recording, we will look for the following information:

- Name(s) of the Grantor(s), also known as the Seller(s).
- Name(s) of the Grantee(s), also known as the Buyer(s).
- Description/identification of real property located in Contra Costa County.
- "When recorded mail to" address.
- Mailing address for future tax statements.
- Certificate of Acceptance (if deed is to a political or governmental agency for public purposes).
- Documentary transfer tax declaration.
- City where property is located, or unincorporated, specified.
- Assessor's Parcel Number
- Signature(s) of Grantor(s).
- Signature(s) of Grantor(s) acknowledged by a notary public.

In addition, a Preliminary Change of Ownership Report must accompany the document. This form is available free of charge from our office, on our website or from the Assessor's office. If the form is not presented at the time of recording, an additional recording fee of \$20.00 will be collected.

Please note that changes to title may result in the reassessment of the property for property tax purposes. Additionally, many transfers are subject to Documentary Transfer Tax and some may trigger an I.R.S. gift tax or other legal consequences. It is important to weigh these considerations before effecting the change.

It is highly recommended that you consult an attorney or professional document preparation service if you are contemplating making any change in title to real property. If you choose to prepare the document yourself, it is your responsibility to determine the appropriate form(s) and course of action that best suit your particular needs. Pursuant to Government Code §24004 and Business and Professions Code §6125, members of the Recorder's Office are prohibited from providing legal advice. This prohibition includes offering any guidance as to what processes must be undertaken, how to complete the forms, or determining what forms are required in order to make any changes in the title to real property.