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DEED INSTRUCTIONS

How to sign, notarize, and record your deed

Follow these instructions to properly sign, notarize, and record your deed. Visit the "Client Resources" page of our website for more information and helpful videos.

Step #1: Sign and Date Your Deed

- Fill in the date you signed the trust about halfway down the first page.
- Date and sign the deed at the bottom. Handwrite the county name if blank.

Step #2: Get the Deed Notarized

- The notary will fill out the notarization section or use their own form (which is fine).

Tip: Most banks, credit unions, and AAA branches offer free notarization.

Warning: You should wait until you are in front of the notary before you sign.

Warning: If the notary questions the forms attached to the deed, explain they are notarizing the deed (before the stamp); not the following forms.

Step #3: Sign Additional State and Local Forms

- All California properties will have a "Preliminary Change of Ownership Report." **Page 2 is intentionally left blank.** Sign and date at the bottom.
- Complete, date, and sign any other forms attached to your deed.

Step #4: Mail the Deed in to Get Recorded

- Place all the stapled documents and a check for the recording fee in the pre-addressed stamped envelope provided for you. The county will record them and send them back to you in about three to four weeks.
- Date and sign a check (no temporary checks) and make it payable to "[County Name] County Recorder." The following is the best way to handle the fee:
 - Leave the amount blank and write in the memo line, "Not to exceed \$50." (\$125 if the property is a non-primary residence in California.)
 - You can use one check for multiple properties in the same county.

Warning: If you are also sending in an Affidavit of Death with your deed, there will be a separate instruction sheet, but send them in together.

Tip: Contact the county for in-person same-day recording options.