

# SIGNING AND RECORDING YOUR DEED

## Step 1: Date and Sign the Deed (on the First Page)

- Although not required, it is usually a smoother experience if you sign in front of a notary.

## Step 2: Have the Document Notarized (Usually on Second Page)

- Free notary services can usually be found at your bank or at AAA (if you are a member).

## Step 3: Sign the Preliminary Change of Ownership Report

- This is a 2-page form that is stapled to the back of your deed.
- Sign the in the “Certification” section at the bottom of the second page. (If a joint trust, then both of you should sign on the same line; one after the other.)
- Most of the second page is NOT filled out; this is intentional.

## Step 4: Write a Check for the Recording Fee

- Only a check with your contact information pre-printed is allowed (no temporary checks).
- Date and make the check payable to “\_\_\_\_\_ County Recorder.” (Insert name of county).
- Leave the amount blank, but write in the memo line, “Not to exceed \$50” if it is your primary residence or “Not to exceed \$125” if it is not your primary residence.
- Note that if you are recording multiple deeds in the same county, you can use a single check; just add and combine the “not-to-exceed” amounts (e.g., \$50 + \$125 = “Not to exceed \$175.”)

## Step 5: Mail the Deed to the County Recorder

- Use the self-addressed stamped envelope. You can also visit the country recorder in person.
- You should receive it back in 3 to 6 weeks depending on the county.

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A list of the mailing address for all county recorders in California: <https://bit.ly/2SlqIqU>

A video explaining “Not-To-Exceed” checks in greater detail: <https://bit.ly/3ubMLiG>

**Note for Riverside County Properties:** You will note an additional “Documentary Transfer Tax Affidavit.” There is nothing you need to do with this form; just send it in to the county recorder along with the other documents.