



Clerk-Recorder & Elections

Donna Hillegass

Clerk-Recorder, Registrar of Voters

Government Center 915 8th Street, Suite 107
Marysville, California 95901-5273
Clerk (530) 749-7851 Recorder: (530) 749-7850
Elections: (530) 749-7855 Fax (530) 749-7854

DEED TO ADD OR REMOVE NAMES FROM TITLE OF REAL PROPERTY

A Grant Deed or Quitclaim Deed is technical in nature. A Deed which is not properly prepared may be invalid. We cannot give legal advice on the subject and, therefore, suggest that you contact your own legal advisor if you need more information.

Forms:

There are a variety of Deed forms. They are available in stationary stores that carry legal forms. You must know the particular Deed form you need.

Manner of Holding Title:

There are a number of ways to hold title to property: Joint Tenancy, Community Property, etc. Each has its advantages or disadvantages depending on your marital status, tax bracket and estate planning, to name a few. You will need to determine the manner in which you need to hold title.

Documentary Transfer Tax:

Transfer Tax is collected by the Recorder's Office when a Deed is recorded. The amount of tax is based on the value of the property. The Recorder's staff can assist you in determining how much tax, if any is due.

Preliminary Change of Ownership Form:

The Assessor's Office requires that a Preliminary Change of Ownership Form accompany each Deed when it is recorded. The Assessor's Office can assist you in obtaining and filling out this form.

Fees:

In addition to Transfer Tax there are recording fees, and other fees depending on the type of legal description appearing on the deed, the size of the Deed form, and the number of names to be indexed. The Recorder's staff can advise you about these fees.

Recording Requirements:

Before a Deed can be recorded the form will be examined for the following:

- Name(s) of grantor(s)
- Description of property
- Return address
- Grantor(s) signature(s)
- Preliminary Change of Ownership Form
- Name(s) of grantee(s)
- Documentary Transfer Tax Declaration
- Mailing address for tax statements
- Notary acknowledgment of signature(s)
- Assessor's Parcel Number