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Sample Quitclaim Deed with Instructions

Recording requested by (name): Ernesto Exspouse	The name of the person who will be turning the deed in to the Recorder's Office.
And when recorded, mail this deed and tax statements to (name and address):	The name and address of the person who will receive the new deed and all tax statements.
Ellen Exspouse 123 Main St. Sacramento, CA 95814	The APN (Assessor's Parcel Number) of the property. This is on the current deed.
QUITCLAIM DEED APN: <u>151-0134-005-0000</u>	DOCUMENTARY TRANSFER TAX \$0 EXEMPTION (R&T CODE) 11927 EXPLANATION Dissolution of Marriage Signature of Declarant or Agent determinin Signature of Declarant or Agent determinin
For a valuable consideration, receipt of whicl	exempting you in the 2nd
Ernesto Exspouse	• If you are paying \$0, explain briefly in the 3rd and 4th lines.
hereby quitclaim(s) to Ellen Exspouse	• You (or your agent if any) sign the last line.
(Property Owner(s)) County of	
Sacramento Calif	cramento , County of crnia: (insert legal description) Enter the city and county where the property is located.
delineated on the map of said addition, recorded January 30, 1965, in Book 625, Page 013065. Or: attach a copy marked	
"Exhibit A" and write "See	Exhibit A." Enter the exact legal description of the property as shown on the current deed.
Only disclaiming person(s) (Signature of de	OR: attach the description on a separate piece of paper labeled "Attachment A" and type or write "See Description in Attachment A" in this space.
must sign.	Exspouse

QUITCLAIM DEED

NEXT STEPS:

1. Sign in the Documentary Transfer Tax Box (top right).

2. Disclaiming Party(s) sign the deed in front of a notary public.

3. Fill out the Preliminary Change of Ownership Report (PCOR).

This form is required by the Assessor's Office. You can download a copy for Sacramento at <u>www.assessor.saccounty.net/</u>. Each county has its own form; contact the assessor in the county where the property is located.

4. Record the deed and file the PCOR at the Recorder's Office in the county where the property is located.

The Sacramento County Clerk/Recorder's Office charges a filing fee (currently \$21/first page plus \$3 for additional pages). Current Sacramento fees are available at the Sacramento County Recorder's website at www.ccr.saccounty.net/Pages/Fees.aspx.

If you attached the property description (instead of typing it out), be sure to include the attachment when you record the Quit Claim Deed.

5. File any required property tax reassessment exclusion claim with the County Assessor's Office.

When property changes hands, it is "reassessed" for tax purposes, often causing a sizeable increase in property tax for the new owner.

Certain transfers are excluded from reassessment: Between parents and children; from grandparents to grandchildren; death of joint tenant; refinancing; transfers between spouses; changes in title without change of ownership interests. If your transfer is excluded from reassessment, you may need to file a claim with the County Assessor. For more information, call the Assessor's office ((916) 875-0750) or visit www.assessor.saccounty.net/ExemptionExclusion/Pages/ExclusionsMoreInfo.aspx

FOR MORE INFORMATION

On the Web:

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

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