

**1. MAILING ADDRESS:** Name of the person to whom the instrument is to be mailed after recordation and, unless otherwise noted, the party to whom Tax Statements are to be mailed after recording with the street address, city, state, and zip code information.

**2. DOCUMENTARY TRANSFER TAX:** This is a tax levied on the sale of the property by the county (and sometimes the city) where the property is located. Generally, this would not apply to the quitclaim deed and “NONE” or \$0 would be inserted on the transfer tax line. Various recorders require a statement on the face of a document (to be recorded) that it is exempt from the documentary transfer tax (see A-O on the following chart for suggested phrases in Los Angeles County). If the tax is due, enter the dollar amount of County Transfer Tax due to be paid on the transaction.

**3. UNINCORPORATED AREA:** Check this box if all or part of the property is located in an unincorporated area within the county.

**4. CITY:** Check this box if all or part of the property is located in an incorporated city and enter the name of the city.

**5. PARCEL NUMBER:** (Tax) Assessor’s Parcel Number. The parcel number can be obtained from the tax bill on the property and currently must appear on deeds to be recorded in most counties.

**6. GRANTOR (SELLER):** This identifies the party selling or transferring their interest in the property. Enter the name or names exactly as they appear on the document in which he, she or they acquired an interest.

**7. GRANTEE (BUYER):** This identifies the party buying or receiving the property. Enter the name or names of the individuals acquiring the interest

in the property and the manner in which he, she or they will hold title. The status, e.g., a married woman, and the method of acquiring title, e.g., as her separate property, should also be set out. The names of the grantees, status and method of acquiring title compose the vesting.

**8. CITY:** If the property is located in a city or cities, enter the city or cities. If the property is located in an unincorporated area, enter “unincorporated area”.

**9. COUNTY:** Enter the name of the county where the property is located.

**10. FULL LEGAL DESCRIPTION:** This legally describes the real property or interest being conveyed. It is usually accomplished by a lot and tract, portions of a lot , portions or a Rancho map, metes and bounds or U.S. Government Survey type of legal description. You may include “commonly known as” and list the street address.

**11. DATE:** Month – Day – Year this instrument is prepared.

**12. SIGNATURE AREA:** Signature(s) of the grantor(s) must be the same as # 6 above. Names must be typed under the signature and the instrument must be acknowledged before a Notary.

**13. ACKNOWLEDGEMENT:** An acknowledgement is a formal declaration made before an authorized official (usually a notary public) by the person who had executed (signed) a document that such execution is his or her own act and deed. This declaration is then reduced to writing and attested to by said authorized official. In most instances, a document must be acknowledged (notarized) before it can be accepted of recordation.

**RECORDING REQUESTED BY**

AND WHEN RECORDED MAIL THIS DEED AND, UNLESS OTHERWISE SHOWN BELOW, MAIL TAX STATEMENT TO:

Name \_\_\_\_\_ **1**  
 Street Address \_\_\_\_\_  
 City & State \_\_\_\_\_  
 Zip \_\_\_\_\_

Title Order No. \_\_\_\_\_ Escrow No. \_\_\_\_\_

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**Quitclaim Deed**

THE UNDERSIGNED GRANTOR (S) DECLARE (S) DOCUMENTARY TRANSFER TAX IS \$ **2**

**3**  unincorporated area  City of **4**

Parcel No. **5**  
 computed on full value of interest or property conveyed, or  
 computed on full value less value of liens or encumbrances remaining at time of sale, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**6**

hereby REMISE, RELEASE AND FOREVER QUITCLAIM to **7**

the following described real property in the **8**  
 county of **9**, state of California

**10**

Dated **11** \_\_\_\_\_ **12** \_\_\_\_\_

STATE OF CALIFORNIA  
 COUNTY OF \_\_\_\_\_ } S.S.

On **13** \_\_\_\_\_ before me,  
 \_\_\_\_\_  
 a Notary Public in and for said County and State, personally appeared

\_\_\_\_\_

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Signature \_\_\_\_\_ (This area for official notarial seal)

MAIL TAX STATEMENTS TO PARTY SHOWN ON FOLLOWING LINE; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE

Name \_\_\_\_\_ Street Address \_\_\_\_\_ City & State \_\_\_\_\_

