



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
 P.O. BOX 53115, LOS ANGELES, CALIFORNIA 90053-0115 / www.lavote.net

DEAN C. LOGAN
 Registrar-Recorder/County Clerk

Date: 3-3-14
 Re: NOTICE
 \$ _____

The enclosed document is being returned unrecorded. Please correct/complete the information as noted below and/or on the reverse side of this letter. NOTE: Problem area is indicated by green () on document

1. ☐ (A) Legibly print or type name of principal [Grantor/Grantee, First Party/Second Party, Trustor, Trustee and/or Beneficiary] in caption and/or below signature
☐ (B) Legibly print or type name of company/corporation/partnership/agency above signature
☐ (C) Indicate on the document the first and last name of each individual _____
☐ (D) Name of principal (_____) must agree in caption, execution and acknowledgment
☐ (E) Document must be signed by the principal (_____)
☐ (F) Designate party signing as _____ near execution
☐ (G) If _____ is the owner or is doing business as _____ please indicate this fact near the signature. If this is not the case, indicate signor's capacity near signature
☐ (H) For recording purposes, the execution by mark is improperly prepared. Please review the enclosed bulletin
☐ (I) For recording purposes, the Attorney-in-fact execution is incorrect. Please have the document re-signed in the following manner: (Name of Principal) by (Signature of Attorney-in-fact) as (his/her/its) Attorney-in-fact
2. ☐ For recording purposes, please submit the document that contains the **original** signature(s) of the principal and/or the **original** signature and seal of the notary public. (Note: Facsimile signature(s) is/are unacceptable.)
3. ☐ **Indicate:** ☐ (a) name and address for return by mail and/or title of document on cover page ☐ (b) the Assessor's Parcel Identification Number (APN or AIN) on the document (please refer to the property tax bill or title report). ☐ (c) the name and address to be used in mailing future tax bills on the bottom of the first page of document
4. ☐ The enclosed document(s) does (do) not meet the statutory requirement for recording space. See enclosed notice.
5. ☐ Documentary Transfer Tax (Declaration) is required. **The law requires that a tax be paid upon the transfer of real property based on the consideration or value of the property or the consideration or value less existing liens and encumbrances, i.e., mortgages, if any.**
6. ☐

Recording Fee	\$	
Fee For Certified Copy	\$	
Survey Monument Fee	\$	
Transfer Tax*: Los Angeles County	\$	
City of _____	\$	

*The amount of the County Documentary Transfer Tax is calculated by determining the value of the real property, minus the amount of existing liens or encumbrances, if any. The rate is \$.55 for each \$500 of value or consideration transferred.
 EXAMPLE: Real property value \$100,000 less assumed loan(s) - None, Documentary Transfer Tax Due - \$110.00
See enclosed bulletin for City Transfer Tax when applicable.
- [GRAND TOTAL \$ _____ See enclosed bulletin(s)]**
7. ☐ (A) For recording purposes, the document(s) and recording fee(s) must be submitted together.
☐ (B) Please sign check and/or make payable to the Los Angeles County Registrar-Recorder/County Clerk.
☐ (C) This office cannot accept checks showing a date six (6) months or older. Please issue a new check for recording.
8. ☐ (A) A Preliminary Change of Ownership Form, or an additional fee of \$20 is required for recording. See enclosed notice.
☐ (B) The Preliminary Change of Ownership Report is incomplete or incorrect. Please complete or correct green checked areas of the form. See enclosed instruction sheet.
☐ (C) Pursuant to a change in the law, effective January 1, 1991, the Preliminary Change of Ownership Form must be signed by the transferee or an officer of the transferee and can not be signed by an agent acting for a transferee.
9. ☐ (A) Acknowledgment before the notary public was omitted or improperly completed. Please have the notary public fill out the form printed on the document or the attached notarial form provided by this office.
☐ (B) Notary seal and/or signature of notary must be affixed. OR seal is illegible and must be restamped (see enclosed bulletin).
☐ (C) The acknowledgment must reflect the correct county and state where the signing party appeared before the notary public. Please have the notary public make the necessary correction.
10. ☐ Document must be subscribed and sworn to before a notary public or contain a penalty of perjury statement. Please complete the appropriate section of the document, or the form we have attached.
11. ☐ See the page attached for additional instruction/correction.

(PLEASE SEE REVERSE SIDE)

12. The Deed (Easement) must contain or have appended to it a Resolution or Certificate of Acceptance signed by an authorized officer of _____.
13. For re-recording purposes _____ (a) state the reason for re-recording. This statement should be placed on the first page of the document; _____ (b) a **RE-ACKNOWLEDGEMENT** is required, showing the date that the principal **re-appeared** before the notary public; _____ (c) the **original lead sheet**, containing the recording information, must be attached.
14. Recording reference (Date and Document Number or Book and Page) of the prior recorded document is incorrect or was omitted. Please check your title report or original document for reference.
15. (A) Affix the exhibit, attachment, or rider to the _____. It was not attached as stated.
 (B) If the attachment (_____) is intended to be a part of the document, please label it as exhibit, schedule, etc. and make reference to it in the body of the document; [e.g. "See Exhibit 'A' attached hereto and made a part hereof"]
 (C) Detach and retain the _____. It is not required to record the _____.
16. (A) State or clarify the name of the county in the body of the document.
 (B) Recording cannot be performed in this county. Forward to county shown on document.
17. (A) Complete legal description and/or street address must be provided.
 (B) If an incomplete legal description or the street address is provided in lieu of a complete legal description, Survey Monument Fee will be required. See enclosed bulletin.
18. The entire document or portion of the document is/are readable but is/are not sufficiently legible to be use for making the permanent photographic record. Please review the enclosed bulletin for suggested methods to correct the defect.
19. (A) For recording purposes, we must have the copy of the document that is certified by the Clerk of the Court of Record. Any changes or additions to the copy must be initialed by the Clerk of Court.
 (B) Please have the Clerk of the Court of Record complete and initial item 2A of the Abstract of Judgment.
 (C) A certified copy of the Judgment must be attached as stated in item 2B of the Abstract of Judgment. Please be informed that a certified copy of a "Notice of Entry of Judgment" is incorrect.
20. A certificate of release of lien or a certified copy of an instrument issued by any government agency must not be enhanced (i.e., for illegibility), altered or changed in any way except by the issuing entity. Please contact the issuing entity, _____, to obtain a duplicate original and/or certified copy for recording purposes.
21. The enclosed check/money order (amount shown on reverse side), Preliminary Change of Ownership Report and/or correspondence letter was(were) sent without the required document or was(were) sent in error.
22. ✓ We have found the enclosed document(s) _____ (a) to be unacceptable for recording as presented, or ✓ (b) to have no provision in the California State Law authorizing recording. This office cannot advise you on how to prepare documents for recording. However, most stationery stores carry legal forms which may fit your situation, and if properly completed, may be recorded. We suggest you consult your legal advisor.
23. (A) If it is your intent to terminate a joint tenancy interest, please see enclosed bulletin.
 (B) The information in the Affidavit-Death of Joint Tenant is incomplete or incorrect. Please refer to the document that created the joint tenancy or contact your legal advisor.
 (C) A certified copy of the Death Certificate or an "Informational Only" copy must be attached.
24. A document which is not entirely in the English language must be translated by a court-approved translator. See enclosed bulletin.
- *****If items 25 thru 28 have been checked, the problem relates to the Documentary Transfer Tax.*******
25. The statement on the face of the document that explains why the conveyance is exempt from the Documentary Transfer Tax is insufficient. Based on the explanation provided, it would appear that the tax is due. A Notice of Exempt Transactions Under the Documentary Transfer Tax is attached for your review.
26. (A) Legibly print or type the amount of tax(es) due in the tax declaration space.
 (B) Designate in or near the document's tax declaration that the tax was either "computed on full value of the property conveyed or computed on full value less liens and encumbrances remaining at the time of sale".
 (C) The name of the city or unincorporated area must be shown. If the property is located in more than one city or unincorporated area, include the tax amount for each city and/or unincorporated area.
 (D) Sign your full name in the tax declaration. If you are executing the document as an agent, the firm name should also be included.
 (E) The term of the lease should be indicated on the lease or assignment (near the tax declaration or on a separate attachment not to be recorded).
27. (A) The Documentary Transfer Tax Declaration appears to indicate an incorrect amount of tax.
 (B) In addition to the Los Angeles County Transfer Tax, a _____ City Transfer Tax is due.
 (C) Unless informed, this office must assume that the enclosed Deed of Trust represents part of the purchase price, requiring the payment of a Transfer Tax for an amount of at least equal to the indebtedness shown on the Deed of Trust. See front side of this letter for tax rate and proper computation.
 (D) Based on the records of the Los Angeles County Assessor's Office, it appears that the value of the property being conveyed is \$ _____. A Transfer Tax is due on that value. See front side of this letter for proper computation.
 (E) Based on the information shown in part III of the Preliminary Change of Ownership Report, it appears that the amount of Documentary Transfer Tax(es) is/are incorrect. See front side of this letter for proper computation.
28. If you determine that this transfer of property is **exempt** from the documentary transfer tax, _____ (a) the word **"NONE or ZERO"** and _____ (b) a statement explaining the reason for exemption should be placed on the document (as near to the tax declaration as possible). See enclosed notice.

DEAN C. LOGAN
 Registrar-Recorder/County Clerk

By: [Signature] Deputy