

BASIC DOCUMENT RECORDING REQUIREMENTS

Original Signature Required -- GC 27201(c) -- Requires original signatures on all instruments, papers or notices presented for recording except as otherwise provided by law. A certified copy is also acceptable.

All-Purpose Acknowledgment -- CC 1188 & CC 1189 -- Any California notary public or other officer taking acknowledgments in California must complete the California all-purpose notary acknowledgment.

Legibility -- GC 27361.7 -- Documents presented for recording must be sufficiently legible to reproduce a readable photographic copy. This includes notary seals and any attachments or exhibits. State law dictates that documents that cannot be reproduced legibly must be rejected.

Page Size -- GC 27361.5 -- A page is defined as one printed side of a single piece of paper measuring 8-1/2" X 11". A sheet is defined as one printed side of a single piece of paper that is not exactly 8-1/2" X 11", but is no larger than 8-1/2" X 14".

Page Margins -- GC 27361.6 -- All documents submitted for recording must have at least a 1/2" margin along each vertical side. In addition, the top 2-1/2" of the first page or sheet must be reserved for recording information. The left 3-1/2" of this space is used to show the name of the party requesting the recording and where to mail the document after it is recorded.

Cover Page -- GC 27361.6 -- If the first page of the document does not have required space (see above) for the recording information, a separate page or cover sheet must be attached to the front of the document. This cover sheet must show the name of the party requesting the recording, where to mail the document after it is recorded and the title or titles of the document. Recording fees will be charged for this page.

Document Titles -- GC 27324 -- All documents submitted for recording must indicate the title or titles of the documents contained therein. Titles should appear on the first page, directly below the space reserved for the Recorder.

Additional titles indexed -- GC 27324 -- The Recorder is required to index all titles shown on the first page. Additional titles may also be identified and indexed at the discretion of the Recorder. When a document contains more than one title to be indexed, the recording fee will increase \$14 for each additional title to be indexed.

Any document accepted for recordation without a title shall be indexed as the Recorder determines -- GC 27325

Recording Reference Number Required -- GC 27361.6 -- Any document that modifies, releases or cancels the provisions of a previously recorded document must contain the recording reference number of that prior document.

Basic Recording Fees -- GC 27361 -- All recording fees are due at the time of recording. The Sierra County Recorder's Office charges \$14 for the first page and \$3 for each additional page per document. For a complete list of our fees, please see our Recorder's Fees page.

Recording Fee for Non-Conforming Documents -- GC 27361 -- If any part of a document does not measure 8-1/2" X 11" an additional non-conforming fee of \$3 will be charged for each page of the document. For a complete list of our fees, please see our Recorder's Fees page.

Documentary Transfer Tax: How to calculate -- Documentary Transfer tax is imposed on each deed, instrument, or writing by which any lands, tenements, or other realty sold within the County shall be granted, assigned, transferred, or otherwise conveyed to, or vested in, the purchaser or purchasers, or any other person or persons by his or their direction. The tax is at the rate of \$0.55 for each \$500.00 or fractional part thereof, when the net consideration or value of the property exceeds \$100.00 exclusive of the value of any lien or encumbrance remaining thereof at the time of sale. ([Revenue and Taxation Code 11911](#)).

Other Information -- For further information regarding laws that govern legally recordable documents, please refer to the [State of California legislation web site](#). Choose the type of code in which you are interested; you may also search specific topics.