



# Document Recording Checklist

[www.yolorecorder.org](http://www.yolorecorder.org)  
530-666-8130

Open Monday-Friday (except holidays) from 8am-4pm (no lunch closure)

Document(s) can be mailed to the Yolo County Clerk Recorder at:

625 Court Street, Room B01 Woodland, CA 95695 or PO Box 1130, Woodland CA 95776

*Although we cannot give legal advice, we can provide you with the requirements to make your document acceptable for recording.*

## Return with the following completed:

### Document (must be an original or a certified copy):

- Name of grantors (sellers), original signatures acknowledged by a notary public
- Name of grantees (buyers)
- Legal Description of real property located in Yolo County (*found on your previously recorded deed*)
- Assessor's Parcel Number (APN)
- Documentary Transfer Tax declaration with R&T Code specified
- "When recorded mail to:" address provided
- Mailing address for future tax statements (*if applicable*)
- Document must be legible and reproducible
- Preliminary Change of Ownership Report (PCOR) required for all Deeds & Affidavits. *For assistance completing this form please call the Assessor's Office, 530-666-8135*

### Copy Options (*our office will retain your original document for 4 to 6 weeks*):

- Conformed Copy, \$1.00 for label, bring a copy of your original document with you
- Official Record Copy, regular copy, \$7.35 1<sup>st</sup> page, \$2.00 each additional page
- Certified Copy, copy good for legal purposes, \$7.35 1<sup>st</sup> page, \$2.00 each additional page, \$6.50 certification

### Recording Fees (checks payable to "Yolo County Clerk-Recorder", cash, & credit card accepted):

- \$\_\_\_\_\_ as determined by examining recorder, *see reverse side for fee schedule*

## Blank forms available at:

- [www.saclaw.org/legal-forms/](http://www.saclaw.org/legal-forms/) - DISCLAIMER; this website is not affiliated with the Yolo County Clerk/Recorder's Office.
- As a courtesy, some forms are available at [www.yolorecorder.org/forms](http://www.yolorecorder.org/forms)

Additional Notes Concerning Your Document:

Per SB 2 - Affordable Housing & Jobs Act - additional \$75.00 fee due at the time of recording, see "Note" for details.

**NOTE: SB 2 - Affordable Housing & Jobs Act**  
Documents believed to be exempt from paying the \$75.00 Building Homes and Jobs Act fee must have an exemption on the face of the document, or on the cover page. The following exemptions may apply, per Government Code 27388.1:

- Not related to real property
- Recorded "in connection with a concurrent" transfer subject to the imposition of Documentary Transfer Tax, OR
- Transfer of real property that is a residential dwelling to an owner occupier, OR
- Fee cap of \$225.00 reached

RECORDING FEES	
First page (8 ½" x 11"), single title	\$15.00*
Each additional page (8 ½" x 11")	\$3.00
Non-conforming sized documents (per page)	\$3.00
*\$25.00 fee is applicable to record the following: A Lease, A Lien, A Release. Abstract of Judgment, Affidavit, Amended Deed of Trust, Assignment of Deed of Trust, Assignment of Lease, Assignment of Rents, CC&R's, Construction Trust Deed, Declaration of Homestead, Deed of Trust, Easement, Lot Line Adjustment, Mechanic's Lien, Modification for Deed of Trust, Notice of Completion, Notice of Default, Notice of Sale, Quitclaim Deed, Reconveyance, Request for Notice, Rescission, Subordination Agreement, Substitution of Trustee, Trustee's Deed Upon Sale	\$25.00
Combined Documents (per title, 1 <sup>st</sup> page) (2 or more serially incorporated documents)	\$15.00
Each additional page	\$3.00
Documents Requiring Additional Indexing (per recording reference)	\$4.00
Indexing 10 or more names	\$4.00
Penalty Print (per page) More than 9 lines per vertical inch or 22 characters per horizontal inch	\$3.00
Conformed Copy of Document (customer provides document copy)	\$1.00
Copy of Recorded Document (1 <sup>st</sup> page) Each additional page	\$7.35 \$2.00
Certification Fee (per document)	\$6.50
Preliminary 20 Day Notice	\$34.00
Involuntary Lien Notice (per debtor)	\$11.00
Preliminary Change of Ownership Report	\$20.00

RECORDING FEES (cont.)	
Release of State/County Lien	\$20.00
Release of Unsecured Property Tax	\$20.00
U.C.C. Financing Statement 1 or 2 pages	\$20.00
U.C.C. Financing Statement 3 pages or more	\$30.00
Filing Maps (first page) Each additional page	\$16.00 \$6.50
Copy of Recorded Map (18"x26") per page	\$11.00
Copy of Recorded Map (11"x17") (1 <sup>st</sup> page) Each additional page	\$7.35 \$2.00
Filing paper not to be recorded	\$5.00
Copy of Microfiche (per page)	\$2.00
Copy of Microfilm (access fee per roll) 35mm (company duplicating is extra) 16mm (company duplicating is extra)	\$37.50 \$75.00
<b>DOCUMENTARY TRANSFER TAX</b>	
\$1.10 per \$1,000.00 All Areas Unincorporated, Davis, Woodland, West Sacramento & Winters	
In Lieu of Self-Addressed Stamped Envelope (SASE)	\$1.00