

Recording requested by (name):

\_\_\_\_\_

And when recorded, mail this deed and tax statements to (name and address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## QUITCLAIM DEED

APN: \_\_\_\_\_

DOCUMENTARY TRANSFER TAX \$ \_\_\_\_\_

EXEMPTION (R&T CODE) \_\_\_\_\_

EXPLANATION \_\_\_\_\_

\_\_\_\_\_

Signature of Declarant or Agent determining tax

For a valuable consideration, receipt of which is hereby acknowledged,

\_\_\_\_\_

(Disclaiming Party(ies))

hereby quitclaim(s) to \_\_\_\_\_

(Property Owner(s))

the following real property in the City of \_\_\_\_\_, County of

\_\_\_\_\_, California: (insert legal description)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of declarant)

\_\_\_\_\_  
(Typed or written name of declarant)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of declarant)

\_\_\_\_\_  
(Typed or written name of declarant)

This form must be signed in front of a notary.

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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):  
**Ellen Exspouse**  
**123 Main St.**  
**Sacramento, CA**  
**95814**

The name and address of the person who will receive the new deed and all tax statements.

The APN (Assessor's Parcel Number) of the property. This is on the current deed.

### QUITCLAIM DEED

APN: 151-0134-005-0000

DOCUMENTARY TRANSFER TAX \$0  
EXEMPTION (R&T CODE) 11927  
EXPLANATION Dissolution of Marriage

• In the first line, enter the amount of Doc. Transfer Tax due.

• If you are paying \$0, put the Cal. Rev. & Tax code exempting you in the 2nd line.

• If you are paying \$0, explain briefly in the 3rd and 4th lines.

• You (or your agent if any) sign the last line.

Signature of Declarant or Agent determining

For a valuable consideration, receipt of which is hereby acknowledged,

**Ernesto Exspouse**

(Disclaiming Party(ies))

hereby quitclaim(s) to **Ellen Exspouse**.

(Property Owner(s))

the following real property in the City of **Sacramento**, County of

**Sacramento**, California: (insert legal description)

Enter the city and county where the property is located.

**Lot 14 of Blackacre Addition to the City of Sacramento, as 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.

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.

Date: \_\_\_\_\_

Sign in front of notary.

Only disclaiming person(s) must sign.

(Signature of declarant)

**Ernesto 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 [www.assessor.saccounty.net/](http://www.assessor.saccounty.net/). 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](http://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](http://www.assessor.saccounty.net/ExemptionExclusion/Pages/ExclusionsMoreInfo.aspx)

### **FOR MORE INFORMATION**

On the Web:

- Sacramento County Clerk-Recorder's Office  
[www.ccr.saccounty.net/](http://www.ccr.saccounty.net/)
- Sacramento County Assessor's Office  
[www.assessor.saccounty.net/default.htm](http://www.assessor.saccounty.net/default.htm)

Sacramento County Public Law Library  
609 9th Street, Sacramento, CA 95814  
916-874-6012  
[www.saclaw.org](http://www.saclaw.org)