



2010 New Law Workbook

A SUMMARY OF LEGISLATION AFFECTING COUNTY RECORDERS

County Records Association of California

2010 New Law Workbook

Presented by

County Recorders' Association of California

Legislative Committee

Document Reference Manual Committee

Uniform Practice Committee

Sacramento, California

December 8 - 10, 2010

THIS PAGE INTENTIONALLY LEFT BLANK

Table of Contents

New Laws

AB 52	Umbilical Cord Blood Collection Program	1
AB 133	Subdivisions: major thoroughfares	2
AB 1373	Advertising: grant deed copy services	3
AB 1770	Vital records: fees: Stanislaus County.....	4
AB 1813	Public officials: personal information	5
AB 2016	Common interest developments: requests for notices of default.....	6
AB 2091	Public records: information security.....	7
AB 2530	Local government: Williamson Act: contracts.....	8
AB 2618	Local government: county recorder	11
SB 189	Mechanics liens	13
SB 863	Local government (Williamson Act contracts)	14
SB 1035	Municipal utility district: utility charges: delinquencies	15
SB 1124	Land conservation: California Wildlife, Coastal, and Park Land Conservation Act: County of San Bernardino	18
SB 1221	Mortgages: notice of sale	19
SB 1222	Marriage licenses: vital records: fees: domestic violence: Solano County.....	20
SB 1333	Airports: aviation easements	21
SB 1427	Foreclosures: property maintenance	24

Miscellaneous Additions, Corrections and Amendments to DRIM

Acknowledgments, Proofs and Verifications (DRIM pg A-6)	29
Document Title Index (DRIM pg D-1).....	30
Document Title Index (DRIM pg D-33).....	31
Deed – To Transfer Title to Real Property (DRIM pg 34)	32
Mechanics Lien (DRIM pg 45).....	33
Water District Certificate of Lien Requirements (DRIM new page)	34
Water District Certificate of Lien Sample (DRIM new page)	35

THIS PAGE INTENTIONALLY LEFT BLANK

2010 Chaptered Bill Analysis

Bill Number:	AB 52
Chapter Number:	529
Author:	Portantino
Topic:	Umbilical Cord Blood Collection Program
Impact:	Important
Summary:	Requests the University of California to establish and administer the Umbilical Cord Blood Collection Program until January 1, 2018. Establishes the source of funding for the program by increasing the fee for a certified copy of a birth certificate by a \$2.00 surcharge to the current fee. Fee increase does not affect birth certificates purchased by government agencies. Fees are to be remitted to the State Treasurer.
Effect:	Amends sections 1627, 1628 & 1630 of, and to amend, repeal, and add Sections 102247, 103605, and 103625 of, the Health and Safety Code, relating to umbilical cord blood banking, and declaring the urgency thereof, to take effect immediately.
Actions Required:	New fee effective November 1, 2010 per All County Letter (ACL) 10-14, California Department of Public Health
Presenter:	Candace Grubbs, Butte County
Notes:	There is no administrative fee for the county.

2010 Chaptered Bill Analysis

Bill Number: AB 133

Chapter Number: 33

Author: Smyth

Topic: Subdivisions: major thoroughfares

Impact: **Information Only**

Summary: An act to amend Section 66484 of the Government Code, relating to subdivisions.

Effect: This bill would authorize a local agency to establish a fund for a benefit area that covers all of the bridge and major thoroughfare projects in that benefit area when that benefit area is one in which more than one bridge or major thoroughfare is required to be constructed. The definition of “construction” for the unincorporated area of San Diego County would also be applied to the unincorporated area of, and, in specified circumstances, to other specified areas within, Los Angeles County.

Actions Required: None

Presenter: Santa Clara County

Notes:

2010 Chaptered Bill Analysis

Bill Number:	AB 1373
Chapter Number:	533
Author:	Lieu
Topic:	Advertising: grant deed copy services
Impact:	Information Only
Summary:	This bill makes it unlawful for any person, firm, corporation, association, or any other business entity to make any untrue or misleading statements in any manner in connection with the offering or performance of a grant deed copy service. The bill makes it unlawful to offer to perform this service without making specified disclosures.
Effect:	Adds Section 17537.10 to the Business and Professional Code, relating to advertising.
Actions Required:	None
Presenter:	Tauna Mallis, Riverside County
Notes:	Riverside drafted the proposed language for this bill regarding solicitation to the general public of funds to perform a service that the Recorder already provides at a much reduced cost.

2010 Chaptered Bill Analysis

Bill Number:	AB 1770
Chapter Number:	578
Author:	Galgiani
Topic:	Vital records: fees: Stanislaus County
Impact:	Information Only
Summary:	<ol style="list-style-type: none">1. Authorizes, as a pilot program, the Stanislaus County Board of Supervisors, upon making specified findings and declarations, to increase the fees for certified copies of marriage and birth certificates, and death records by up to \$2, with further increases permitted annually based on the Consumer Price Index. Sunsets the program on January 1, 2016.2. Fund to be used for governmental oversight and coordination of domestic violence and family violence prevention, intervention, and prosecution efforts. Allows the county to retain up to 4% of fund for administrative costs.3. Requires the Stanislaus County Board of Supervisors to submit to the Assembly and Senate Judiciary Committees a report by July 1, 2014 regarding the funds received, the activities funded and the outcomes of those activities.
Effect:	Potential decrease in domestic/family violence due to increased revenue to fund oversight, prevention, intervention programs and prosecution efforts. Adds section 103628.6 to the H&S Code and section 18309.8 to the W&I Code.
Actions Required:	None
Presenter:	De Ana M. Thompson, San Bernardino County
Notes:	CRAC took a "soft oppose" position due to the legislative platform (fee related to non-recorder related activity).

2010 Chaptered Bill Analysis

Bill Number:	AB 1813
Chapter Number:	194
Author:	Lieu
Topic:	Public officials: personal information
Impact:	Minor
Summary:	This bill specifies that the requirement to remove the information about the protected classes in this code section from public display on the Internet includes information provided to cellular telephone applications. The bill would also expand the definition of public safety officer for these purposes, and include within that definition retired members of specified employee classifications.
Effect:	Amends sections 6254.21 and 6254.24 of the Government Code relating to public officials. Minor annual nonreimbursable local law enforcement and incarceration costs, offset to a degree by increased fine revenue, to the extent this bill results in additional misdemeanor penalties for posting public officials' identifying information.
Actions Required:	No action required unless there is a breach in security.
Presenter:	Santa Clara County
Notes:	Only those Recorders offices that display information about the protected classes in this code section would be affected.

2010 Chaptered Bill Analysis

Bill Number:	AB 2016
Chapter Number:	133
Author:	Torres
Topic:	Common interest developments: requests for notices of default
Impact:	Important
Summary:	<p>Allows a Homeowner's Association (HOA) to record one notice against all properties where there has been a trustee's deed upon sale in that homeowner's association rather than than record a notice for each individual property within the HOA. The notice will notify the trustee that the HOA is requesting further notice of the name and mailing address of the successor in interest if a property in a HOA is foreclosed upon.</p> <p>Specifies that an HOA's recorded request for a copy of a trustee's deed upon sale of any separate interest within the HOA shall provide a legal description or assessor's parcel number of all of the separate interests within the HOA.</p>
Effect:	Adds Section 2924(b) of the Civil Code, relating to common interest developments.
Actions Required:	None
Presenter:	Carol Sutherland, Santa Cruz County
Notes:	This bill clarifies the intent of SB 1511 (Chapter 527, Statutes of 2008).

2010 Chaptered Bill Analysis

Bill Number:	AB 2091
Chapter Number:	205
Author:	Conway
Topic:	Public records: information security
Impact:	Important
Summary:	Exempts from disclosure under the California Public Records Act the records of a public agency relating to information security and the investigatory or security files compiled by a public agency for information security purposes.
Effect:	Adds section 6254.19 to the Government Code relating to public records.
Actions Required:	None
Presenter:	Tauna Mallis, Riverside County
Notes:	

2010 Chaptered Bill Analysis

Bill Number:	AB 2530
Chapter Number:	391
Author:	Nielsen
Topic:	Local government: Williamson Act: contract
Impact:	Minor
Summary:	<p>This bill, beginning January 1, 2011, and until January 1, 2015, authorizes a county to revise the term for new contracts.</p> <p>51244(b)(2) In any year in which this subdivision is implemented, the county shall record a notice that states the affected parcel number or numbers.</p>
Effect:	If enacted by your county, will result in a new Notice being recorded.
Actions Required:	None
Presenter:	Leslie Morgan, Shasta County
Notes:	The recording requirements represent the indexing of a single sided document.

Title

NOTICE - WILLIAMSON ACT

Purpose

To provide notice of parcels affected by implementation of
Government Code Section 51244

Requirements

1. Name(s) of owner(s)
2. Name of public agency
3. Parcel number(s) affected
4. Description/Identification of real property
5. Signature of agency official
6. Signature acknowledged

Fees

Free

Legal References

Gov't Code 51244(b)(2), 27287 (ack), 27288.1 (names of parties)

Comments

Local Use

Index	Ordinances/Opinions
Grantor = Owner(s) Grantee = Public Agency	

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

THIS SPACE FOR RECORDER'S USE ONLY

Notice of Implementation Under Williamson Act

I, _____, certify that I am the _____
of _____ County, a local government entity, and that the Board of
Supervisors of said County has authorized me to make this notification pursuant to
Section 51244(b)(2) of the California Government Code.

Owner(s) of affected parcel(s): _____

Assessor's Parcel Number(s): _____

Legal Description of affected parcel(s):

Dated: _____

Signature of Local Agency Official

APPROPRIATE ACKNOWLEDGMENT SHOULD APPEAR HERE

2010 Chaptered Bill Analysis

Bill Number: AB 2618

Chapter Number: 44

Author: Nestande

Topic: Local government: county recorder

Impact: **Important**

Summary: Section 27297.7 of the Government Code is amended as follows:

27297.7(a) Following adoption of an authorizing resolution by the Board of Supervisors, the County Recorder may, within 30 days of recordation of a deed, quitclaim deed, or deed of trust, notify by mail the party or parties executing the document. The Recorder may require, as a condition of recording, that a deed, quitclaim deed, or deed of trust indicate the Assessor's identification number or numbers that fully contain all, or a portion of, the real property described in the legal description. If the description contains more than one Assessor's parcel, all Assessor's parcels shall be indicated. The form of the entry shall be substantially as follows: Assessor's Identification Number ___-___-___.

(b) This section shall not apply to the recordation of any document where the Federal Government, or State, County, City or any subdivision of the State acquires title.

(c) The failure of the County Recorder to provide the notice as permitted by this section shall not result in any liability against the Recorder or the County. In the event that the notice is returned to the Recorder by the Postal Service as indeliverable, the Recorder is not required to retain the returned notice.

continued ►

2010 Chaptered Bill Analysis

- Summary (cont'd):** (d) Where the County Recorder contracts with any party or parties for the performance of the processing or the mailing of the notice, or both, as authorized by this section, the contract shall be awarded by competitive bid. The County Recorder shall solicit written bids for the contract in a newspaper of general circulation in the County, and all bids received shall be publicly opened and the contract awarded to the lowest responsible bidder. If the County Recorder or his or her designee deems the acceptance of the lowest responsible bidder is not in the best interest of the County, all bids may be rejected.
- Effect:** Allows all County Recorders to give notice, but cannot collect a fee for this service. Does not affect the DRIM.
- Actions Required:** Board of Supervisor approval needed to implement.
- Presenter:** Lori Minneker, Shasta County
- Notes:** Existing law authorizes only the Board of Supervisors for Los Angeles and Riverside Counties.

2010 Chaptered Bill Analysis

Bill Number: SB 189

Chapter Number: 697

Author: Lowenthal

Topic: Mechanics liens

Impact: **Minor**

Summary: Rewrite on entire Mechanics Lien Section of Civil Code

Effect: Minor

Actions Required: Notices of Completion must be signed by owner, not agent

Presenter: Gilbert Carter, Fresno County

Notes:

2010 Chaptered Bill Analysis

Bill Number:	SB 863
Chapter Number:	722
Author:	Committee on Budget and Fiscal Review
Topic:	Local government: Williamson Act contracts
Impact:	Minor
Summary:	<p>This bill changes the recording requirements set in AB 2530 (Chapter 391, Statutes of 2010) to read:</p> <p>51244(b)(2) In any year in which this subdivision is implemented, the county shall record a notice that states the affected parcel number or numbers and the current owner's names, or, alternatively, the same information for those parcels that are not affected.</p>
Effect:	The changes to the initial recording requirements help provide better information for indexing.
Actions Required:	None
Presenter:	Leslie Morgan, Shasta County
Notes:	Questions may arise from the wording: "or, alternatively, the same information for those parcels that are not affected."

2010 Chaptered Bill Analysis

Bill Number:	SB 1035
Chapter Number:	485
Author:	Hancock
Topic:	Municipal utility district: utility charges: delinquencies
Impact:	Minor
Summary:	<ol style="list-style-type: none">1. This bill would authorize and establish procedures, until January 1, 2016, for a municipal utility district to collect delinquent fees, tolls, rates, rentals, or other charges, together with interest and penalties thereon , for services rendered to a lessee, tenant, or subtenant, by recording in the office of the county recorder where the property is located a certificate declaring the the amount of the delinquent charges which would then constitute a lien against the affect real property of the delinquent property owner. This bill would exempt only electrical sevices from these collections. The district shall file for recordation a release of the lien within 30 days of receipt of payment of all amounts due, including recordation fees paid by the district. The delinquent fees may be collected on the tax roll in the same manner as property taxes after a certificate has been filed (recorded) in the office of the county recorder. [Repealed January 1, 2016].2. A district may require the owner of record to pay the fees, tolls, rates, rentals, or other charges that have become delinquent and file (record) a certificate in the office of the county recorder . The district shall file for recordation a release of the lien within 30 days of receipt payment of all amounts due including recordation fees [Operative on January 1, 2016].
Effect:	An act to amend, repeal, and add Section 12811.1 of the Public Utilities Code, relating to utility chagres.
Actions Required:	None
Presenter:	Monique Blakely, Los Angeles County
Note:	

Title	Municipal Utility District Certificate of Lien
--------------	---

Purpose	To evidence a lien against real property for the nonpayment of utility charges.
----------------	---

Requirements	<ol style="list-style-type: none"> 1. Name(s) of owner(s) 2. Name of public agency 3. Description/identification of real property 4. Amount of delinquent charges 5. Signature of local agency official 6. Signature acknowledged <p style="text-align: center;">*Proof by subscribing witness is not acceptable (witness acknowledgment)</p>
---------------------	---

Fees	Regular
-------------	---------

Legal References	Public Utilities Code 12811.1; Govt. Code 27287 (ack), 27288.1 names of parties
-------------------------	---

Comments	
-----------------	--

Local Use	
Index	Ordinances/Opinions
Grantor = Owner / Grantor Grantee = Claimant / Public Agency	

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

SPACE DIRECTLY ABOVE RESERVED FOR RECORDER'S USE

Certificate of Lien (Municipal Utility District)

SAMPLE

DOCUMENT UNDER DEVELOPMENT

2010 Chaptered Bill Analysis

Bill Number:	SB 1124
Chapter Number:	321
Author:	McLeod
Topic:	Land conservation: California Wildlife, Coastal, and Park Land Conservation Act: County of San Bernardino
Impact:	Minor
Summary:	This bill authorizes San Bernardino County to exchange lands purchased with State Park bond funds if the County meets certain requirements relating to conservation easements and deed restrictions on lands retained and sold.
Effect:	San Bernardino only. Does not effect the DRIM
Actions Required:	None
Presenter:	Lori Minneker, Shasta County
Notes:	

2010 Chaptered Bill Analysis

Bill Number: SB 1221

Chapter Number: 180

Author: Calderon

Topic: Mortgages: notice of sale

Impact: **Information Only**

Summary: This bill would instead require those persons to give notice of sale 5 days before the lapse of a 3-month period provided the date of sale is no earlier than 3 months and 20 days after filing notice of default.

Effect: Informational

Actions Required: None

Presenter: Patricia A. Knox, Tuolumne County

Notes:

2010 Chaptered Bill Analysis

Bill Number:	SB 1222
Chapter Number:	520
Author:	Wok
Topic:	Marriage licenses: vital records: fees: domestic violence: Solano County
Impact:	Information Only
Summary:	Extends the collection of fees up to \$2 for issuing marriage licenses and for providing certified copies of marriage, birth, death and fetal death certificates for the purpose of funding local domestic violence programs in Solano County until January 1, 2012.
Effect:	Fees collected through this pilot program are an important source of domestic violence program funding for the county.
Actions Required:	None
Presenter:	De Ana M. Thompson, San Bernardino County
Notes:	Amends section 26840.11 of the GC, section 103628 of the H&S Code and section 18309.5 of the W&I Code.

2010 Chaptered Bill Analysis

Bill Number:	SB 1333
Chapter Number:	329
Author:	Yee
Topic:	Airports: avigation easements
Impact:	Important
Summary:	This bill would provide that if a political subdivision approves a noise-sensitive project that the avigation easement be granted to the owner/operator of the airport prior to the issuance of the building permit. It would also require the owner/operator of the airport to record a Notice of Termination within 90 days if the noise-sensitive project has not been completed
Effect:	Add section 21669.5 to the Public Utilities Code, relating to aviation.
Actions Required:	Creates a new document for the DRIM
Presenter:	David Valenzuela, Ventura County
Notes:	None

Title

Notice of Termination (Avigation Easement)

Purpose

To give notice of the expiration/revocation of a permit for a noise sensitive project in relation to an Avigation Easement

Requirements

1. Name of owner(s) or operator(s) of airport
2. Recording reference to Avigation Easement
3. Signature of owner(s) or operator(s)
4. Signature(s) acknowledged

Fees

Regular*

Legal References

PUC - 21669.5 (d), *21699.5 (e) (fee-no exemption), Govt - 27287 (ack), 27361.6 (rec. ref)

Comments

Local Use

Index	Ordinances/Opinions
Grantor = Owner or Operator	

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

SPACE DIRECTLY ABOVE RESERVED FOR RECORDER'S USE

Notice of Termination (Avigation Easement)

SAMPLE

DOCUMENT UNDER DEVELOPMENT

2010 Chaptered Bill Analysis

Bill Number: SB 1427

Chapter Number: 527

Author: Price

Topic: Foreclosures: property maintenance

Impact: **Important**

Summary: Requires that prior to imposing a fine or penalty for failure to maintain a vacant property purchased or acquired through foreclosure, a government entity must provide a notice of the violation and an opportunity to correct the violation.

Provides that an assessment or lien to recover the costs of nuisance abatement shall not exceed the actual and reasonable costs of nuisance abatement.

This bill provides that a local government entity shall not impose a lien or assessment to recover the costs of nuisance abatement unless the costs are adopted by a body of elected officials at a public hearing.

Effect: Adds Section 2929.4 of the Civil Code

Actions Required: None

Presenter: Carol Sutherland, Santa Cruz County

Notes:

Title	Notice of Lien - Nuisance Abatement
	Notice of Lien - Contaminated Property/Mobile Home/Manufactured Home/RV: Methamphetamine

Purpose	To evidence a lien against real property to recover the cost of abating a nuisance; determining contaminated property or a contaminated mobile home, manufactured home or RV
----------------	--

Requirements	<ol style="list-style-type: none"> 1. Name(s) and address(es) of owner(s) 2. Name of local agency * 3. Registered owner(s) of mobile home/manufactured home/RV (if applicable) 4. Description/identification of real property ** 5. Street address and Assessor's Parcel Number 6. Mailing & street address/space of manufactured home/mobile home or Vehicle Identification # of RV (if applicable) 7. Amount of lien 8. Date lien created/determined contaminated 9. Signature of local agency official 10. Signature acknowledged <p>* Owner or registered owner must be set out for Notice of Lien - Contaminated: Methamphetamine document ** Street address not required for Notice of Lien - Contaminated: Methamphetamine document</p>
---------------------	---

Fees	***Regular fee plus lien fee if applicable
-------------	--

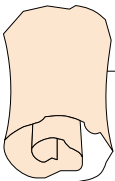
Legal References	Govt - 38773.1 (c) (1), 38773.1 (c) (4), 38773.2 (d), 38773.2 (g) (fee), 54988 (2) (c), 27287 (ack), H & S - 25400.22 (contaminated property), 25400.22 (b) (1) (fee), 2929.45 (a)
-------------------------	---

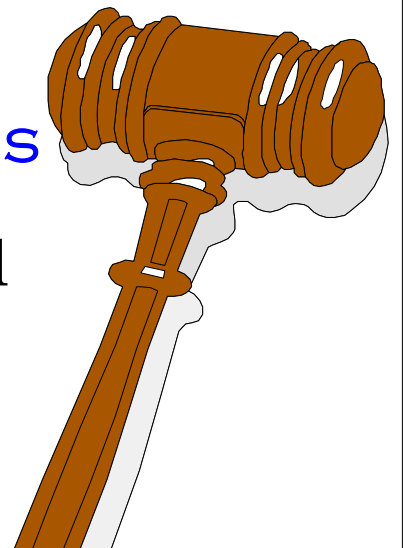
Comments	<p>***Recorder may charge a fee for the Notice of Lien - Nuisance Abatement</p> <p>***Recorder shall charge a fee for the for the Contaminated: Methamphetamine document</p>
-----------------	--

Local Use

Index	Ordinances/Opinions
Grantor = Owner	
Grantee = Public Agency	

THIS PAGE INTENTIONALLY LEFT BLANK

Miscellaneous *additions*,
~~corrections~~ and  *Amendments*
to the Document Recording and
Indexing Manual (DRIM)



THIS PAGE INTENTIONALLY LEFT BLANK

ACKNOWLEDGMENTS, PROOFS AND VERIFICATIONS(cont.)

5. ACKNOWLEDGMENT IN A FOREIGN LANGUAGE (GC-8, 27293)

Any document, including an acknowledgement, must be in English.

Exception: An apostille, when clearly identified by that title and used in conjunction with an acknowledgement, is acceptable without translation if it is in a foreign language. When an acknowledgment taken in a foreign country is in a foreign language an English translation must be made and attached to the document. The translation must be verified and certified by the County Clerk in order for the document to be recorded.

6. ACKNOWLEDGMENT TAKEN BY A MILITARY / VETERAN OFFICER (CC - 1183.5, M & V CODE 973)

Any officer on active duty or performing inactive - duty training may take an acknowledgment for any person serving with the armed forces, or for any spouse of a person serving with the armed forces either as military or civilian personnel. Any County Veteran service officer may take an acknowledgment for a veteran. No seal or authorization of the foregoing acts are required.

7. ACKNOWLEDGMENT TAKEN IN PENAL INSTITUTIONS (U.S. CODE TITLE 18, SEC. 4004)

The wardens and superintendents, associate wardens and superintendents, chief clerks, record clerks, and parole officers of Federal penal or correctional institutions, may administer oaths to and take acknowledgements of, officers, employees and inmates of such institutions.

8. SIGNATURE BY MARK (GC - 16)

A "mark", such as an X, is included in the definition of a signature for acknowledgment purposes when a person is unable to write for reasons of physical or mental impairment or illiteracy. The acknowledgment for such a signature must include:

The signature of two witnesses.

The name of the person signing with a "mark" written near the "mark" by one of the witnesses.

NOTE: The acknowledgment must be made for the person signing with a "mark" and not for the witness.

The following is an example of the wording that may be used but is not mandatory:

<p>(name) _____ being unable to write made his/her mark in our presence and requested the first of the undersigned to write his/her name, which he/she did, and we now subscribe our names as witnesses thereto.</p> <p>WITNESSES _____</p>

9. PROOF OF EXECUTION

Proof of execution of a document may be made in the following ways.

a. proof by subscribing witness (CC - 1196, 1197)

In the absence of an acknowledgment a proof of execution may be taken by a notary public. The subscribing witness (the person signing as witness) must provide (with an oath) to the notary public that the person who signed the document is the person described in the document, that it is the person's signature, and that he / she signed the document as a witness.

There is no form for proof by a subscribing witness in the Civil Code, however, the following form is widely used.

DOCUMENT TITLE INDEX

A	
ABANDONED CEMETERY - DECLARATION OF REMOVAL.....	86
ABANDONMENT OF CEMETERY - RESOLUTION.....	89
ABANDONMENT OF FICTITIOUS BUSINESS NAME..... DO NOT RECORD	
ABANDONMENT OF HOMESTEAD.....	1
ABANDONMENT OF RIGHT OF ACCEPTANCE OF IRREVOCABLE OFFER OF DEDICATION.....	136
ABATEMENT LIEN - NOTICE OF (DELETED SEE PAGE 210)..... DO NOT RECORD	
ABATEMENT - NOTICE OF SEISMIC BUILDING HAZARD.....	206
ABATEMENT OF PUBLIC NUISANCE.....	210
ABSTRACT OF JUDGMENT.....	2
ABSTRACT OF JUDGEMENT - NOTICE OF SEISMIC BUILDING HAZARD.....	206
ABSTRACT OF JUDGMENT - AMENDMENT TO.....	189
ABSTRACT OF JUDGMENT - GARNISHMENT OF WAGES OF PUBLIC EMPLOYEE..... DO NOT RECORD	
ABSTRACT OF OPTION AGREEMENT.....	5
ABSTRACT OF SUPPORT JUDGMENT.....	188
ACCEPTANCE BY POLITICAL CORPORATION..... DO NOT RECORD	
ACCEPTANCE OF IRREVOCABLE OFFER OF DEDICATION.....	135
ACCEPTANCE OF OFFER OF DEDICATION - ABANDONMENT OF.....	136
ACKNOWLEDGMENT OF SATISFACTION OF JUDGMENT.....	108
ACKNOWLEDGMENT OF SUBSTITUTED EASEMENT AND ACCEPTANCE THEREOF.....	141
ADDENDUM TO AGREEMENT.....	5
ADDENDUM TO DEED OF TRUST.....	47
ADDENDUM TO NOTICE OF ASSESSMENT.....	178
ADDENDUM TO NOTICE OF SPECIAL TAX LIEN.....	190
ADMINISTRATION - LETTERS OF.....	164
ADMINISTRATOR - APPOINTMENT BY COURT ORDER.....	12
ADVANCE - NOTICE OF.....	47
AFFIDAVIT - CHANGE OF TRUSTEE.....	280
AFFIDAVIT - DEATH OF JOINT TENANT.....	3
AFFIDAVIT FOR JUSTIFICATION OF BAIL.....	157
AFFIDAVIT - MAJORITY ACTION.....	254
AFFIDAVIT OF COMPLETION - CITY NAME CHANGE.....	9
AFFIDAVIT OF DEATH.....	3
AFFIDAVIT OF ESTATE OF NOT MORE THAN \$100,000.....	187
AFFIDAVIT OF IDENTITY (DELETED 11/2001)..... DO NOT RECORD	
AFFIDAVIT OF LABOR - MINING CLAIM.....	68
AFFIDAVIT OF LACK OF KNOWLEDGE OF TERMINATION OF POWER.....	288
AFFIDAVIT OF RIGHT..... DO NOT RECORD	
AFFIDAVIT OF RIGHT OF SURVIVING SPOUSE.....	255

DOCUMENT TITLE INDEX

PARCEL MAP	110	PERMIT - TEMBERLAND CONVERSION	217	
PARCEL MAP - AMENDED	113	PERMIT TO ENTER	5	
PARCEL MAP - REVERSION TO ACREAGE	119	PERSONAL PROPERTY TAX - CERTIFICATE OF DELINQUENCY	159	
PARK AND RECREATION - NOTICE OF UTILITY LIEN	226	PERSONAL PROPERTY TAX - JUDGMENT	143	
PARTIAL RECONVEYANCE	62	PET CEMETERY - DEDICATION OF DECLARATION	8	
PARTIAL RELEASE OF CERTIFICATE OF CANCELLATION LIEN - AG PRESERVE	134	PHOTOCOPIER BOND	48	
PARTIAL RESCISSION OF NOTICE OF POWER TO SELL TAX DEFAULTED PROPERTY	74	PLAN - CONDOMINIUM	69	
PARTNERSHIP - CERTIFICATE OF LIMITED	18	POSSESSION AND USE AGREEMENT	5	
PARTNERSHIP - DISSOLUTION OF GENERAL	59	POSTNUPTIAL AGREEMENT	11	
PARTNERSHIP - DISSOLUTION OF LIMITED	18	POSTPONED PROPERTY TAXES - SUBORDINATION OF	60	
PARTNERSHIP - STATEMENT OF GENERAL	59	POWER OF ATTORNEY	61	
PATENT AND TRUST TERMINATION - STATE OF CALIFORNIA	170	POWER OF ATTORNEY - DURABLE	61	
PATENTS - INVENTIONS	DO NOT RECORD	POWER OF ATTORNEY FOR CORPORATE SURETY BONDS	DO NOT RECORD	
PAYEE - SUBSTITUTION OF	252	POWER OF ATTORNEY - LACK OF KNOWLEDGE	238	
PAYMENT BONO	97	POWER OF ATTORNEY - REVOCATION OF	41	
PAYMENT BOND - PUBLIC WORKS	DO NOT RECORD	POWER TO SELL TAX DEFAULTED PROPERTY - NOTICE OF	73	
PAYMENT OF CONTRACTUAL ASSESSMENT REQUIRED	297	PRELIMINARY CHANGE OF OWNERSHIP REPORT	DO NOT RECORD	
PAYMENT OF TRANSFER FEE REQUIRED	290	PRELIMINARY NOTICE	DO NOT RECORD (MAY BE FILED)	294
PENDING ACTION - NOTICE OF LES PENDENS	44	PRELIMINARY 20-DAY NOTICE	DO NOT RECORD (MAY BE FILED)	294
PERFORMANCE BOND	97	PREMARITAL AGREEMENT	11	
PERMISSION TO USE LAND - NOTICE OF REVOCATION OF	148	PREMARITAL AGREEMENT - CANCELLATION OF	123	
PERMIT - REVOCATION OF TIMBERLAND CONVERSION	218			

Title	DEED
--------------	-------------

Purpose	To transfer title to real property
----------------	------------------------------------

Requirements	<ol style="list-style-type: none"> 1. Name(s) of grantor(s) 2. Name(s) of grantee(s) 3. Description/identification of real property 4. Documentary Transfer Tax Declaration * 5. Mailing address - tax statements 6. Certificate of Acceptance if deed is to political or governmental agency for public purposes 7. Signature(s) of grantor(s) ** 8. Signautre(s) acknowledged <p style="text-align: center;">Document type requires Preliminary Change of Ownership Report and Permits \$20.00 penatly fee per Assessor/Recorder agreement</p> <p style="text-align: center;">*Not required for an avigation easement</p> <p style="text-align: center;">**Proof of subscribing witness not acceptable (witness acknowledgment)</p>
---------------------	--

Fees	Regular fee and possible Documentary Transfer Tax transaction and/or Survey Monument Preservation fee
-------------	---

Legal References	<p>CC - 1092, Govt - 27321.5 (tax address), 27281 (certificate), 27287 (ack), 27585 (SM F) R & T - 480.3 (PCOR), 11932 (DTT), PUC - 21669.5 (avigation easement),21699.5 (e) (fee-no exemption)</p>
-------------------------	--

Comments	<p>Deeds from a county treasurer to a reclamation district require regular recording fees For definitions of specific types of deeds, i.e., Quitclaim, Warranty, etc. see Glosary</p>
-----------------	--

Local Use

Index	Ordinances/Opinions
Grantor = Grantor	
Grantee = Grantee	

Title

MECHANIC'S LIEN

Purpose

To create a lien in favor of persons contributing labor, material, supplies, etc., to a work of improvement upon real property

Requirements

1. Name(s) of property owner(s) or reputed owner(s)
2. Statement of claimant's demand (dollar amount)
3. Statement of labor, services, equipment or materials, etc. furnished by the claimant
4. Claimant's employer or to whom labor, materials, etc. furnished (contractor or owner)
5. Description of site sufficient for identification
6. Signature of claimant or agent
7. Verification
- 8. Proof of service**

Fees

Regular fee plus lien fee, if applicable

Legal References

CC - 3084
CCP - 2003 (oath), 2015.59 (unsworn statement)

Comments

Local Use

Index	Ordinances/Opinions
Grantor = Owner	
Grantee = Claimant	

Title

WATER DISTRICT CERTIFICATE OF LIEN

Purpose

To evidence a lien against real property for non-payment of charges for water and other services by a County Water District

Requirements

1. Name(s) of person(s) liable
2. Address of the person(s) liable
3. Amount of unpaid charges
4. Name of water district
5. Signature of local agency official
6. Signature acknowledged

Fees

Free

Legal References

Water Code 31701.7 & 36729, Gov't Code 27287 (ack), 27288.1 (names of parties)

Comments

Local Use

Index	Ordinances/Opinions
Grantor = Person(s) Liable Grantee = Water District	

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

THIS SPACE FOR RECORDER'S USE ONLY

**Certification Specifying Unpaid Charges
of _____ Water District**

I, _____, under penalty of perjury, certify that I am the
_____ of _____ Water District, a local government
entity, and that the Board of Directors of said District has authorized me to make this
certificate pursuant to Section 31701.7 of the California Water Code.

The person named below is indebted to the District for charges for _____
_____ and other services, the unpaid amount of which is set forth below.

Name of Person Liable: _____

Address of Person Liable: _____

Amount of Unpaid Charges: \$ _____

_____ Water District hereby claims a lien upon all real property in
the county said person now owns or hereafter acquires within ten years from the date of
filing this certificate.

Dated: _____

Local Agency Official

APPROPRIATE ACKNOWLEDGMENT SHOULD APPEAR HERE