



# TIPS TO AVOID PULLED RECORDINGS

## THE COUNTY RECORDER'S OFFICE HAS RECENTLY ELIMINATED THE 30-MINUTE WINDOW TO RE-SUBMIT MINOR DOCUMENT CORRECTIONS

Documents can be rejected from recording for many reasons. With the County Recorder's new policy disallowing same-day correction submissions, you will need to resubmit the file the next recording day. Below is a list of common reasons recordings get pulled to help you best prepare and avoid having documents get pulled from recording, causing a delayed closing.

### 1 Illegible Notary Seals (either too dark or too light)

- a. The notary seal must be readable in its entirety in order for a clarity form to be accepted by the Recorder.

### 2 Illegible Writing in the Notary Acknowledgment

- a. If using blue pen, the notary should press firmly to ensure all numbers and letters of all words are clear.
- b. Notaries should try to complete the acknowledgment in print text or type rather than cursive writing. The Recorder must be able to read all words and dates in the acknowledgment.

### 3 Incorrect Notary Acknowledgment Form Used or Form Completed Incorrectly

- a. The acknowledgement form updated in 2015 must be used and the notary must write their name exactly as it appears in the notary's seal. If the form does not include the notary's title, the notary must print/type "Notary Public" after their name.

### 4 Name, Caption, and Signature Point Variances

- a. The caption of the document, the typed name under/above the signature point and the parties acknowledged MUST be the same. No variance is accepted- "over notarizing" is no longer accepted by the Recorder. Example: John M. Smith cannot be notarized as John Michael Smith unless the name is set out this way in the body of the document AND at the signature point.

### 5 Attachments not Referenced or Missing on the Deed

- a. All attachments, riders, etc., must be referenced in the body of the deed and attachments need to be labeled exactly as referenced.

### 6 Incomplete Preliminary Change of Ownership Reports (PCOR)

- a. Many are incomplete or have the incorrect purchase price. All sections of the PCOR must be completed entirely.
- b. The purchase price must match the Transfer Tax on the document.
- c. Mail Tax Statements To address on the PCOR does not match the Mail Tax Statements To address on the deed.
- d. Seller's name(s) is/are missing.

### 7 Incomplete Transfer Tax Affidavits

- a. Each California county has their own requirements for the Transfer Tax Affidavits. See the appropriate County Assessor's website for specific requirements or visit: [ChicagoTitle.com](http://ChicagoTitle.com)

### 8 Miscellaneous Corrections

- a. Cover pages should only include the following: Title of the document, Recording Requested By, the return address, SB2 exemption (if applicable), and the reason for re-recording.
- b. Signature of tax declarant or "the undersigned grantor declares" is missing.

Consult your Escrow Officer or Chicago Title Sales Executive with questions pertaining to your specific situation.



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