

Recording Documents:

Common reasons for rejections.



Some Common Reasons Why Documents Might be Rejected for Recording.

Documents Are Not Properly Completed When:

- There's No Assessor's Parcel Number (APN).
- The Legal Description is incomplete
- On the deed, no transfer tax amount is listed in the "Documentary Transfer Tax" area, the amount is incorrect, or there is not an exemption recital listed.
- There are missing exhibits. All exhibits must be attached and properly identified.
- No address is listed on a deed within the section titled: "When Recorded Mail To".
- The name on document does not match the signature

Documents Are Properly Executed When:

- The document is executed by a corporation or limited liability company, the "execution block" should read:
(Name of Company)
By: _____
Name and Title

Generally two corporate officers must execute a document for a corporation, unless there is a corporate resolution stating that only one officer needs to sign.

- The document is executed by a trustee, the "execution block" should read: "(Name), Trustee of the name (Name of Trust)".
- The document is executed by Power of Attorney it must have the proper "signature block" and should read: "John Jones, by Sam Smith, his attorney in fact".

There Are Notary Inaccuracies When:

- There's improper notary acknowledgment.
- The notary seal is not legible
- The notary's name & signature do not match the notary stamp.

