

COMMON REASONS WHY DOCUMENTS ARE REJECTED FOR RECORDING



- ▶ **Improper notary acknowledgment.**
- ▶ **Notary seal is not legible.**
- ▶ **Document is not properly completed or executed.**
- ▶ **In a deed, no amount is reflected in the “Documentary Transfer Tax” area, or the amount is incorrect. Documentary Transfer Tax must be calculated at \$1.10 per \$1,000.00 of consideration. If there is no consideration for the transfer, indicate “Realty Not Sold”.**
- ▶ **If the document is executed by a corporation or limited liability company, the execution block should read: “(Name of Company),”
by: _____, (Title).**
- ▶ **Missing Exhibits. All exhibits must be attached and properly marked.**
- ▶ **If the document is executed by a trustee, the execution block should read: “(Name), Trustee of the (Name of Trust)”.**
- ▶ **In a deed, no address is included in the “Mail Tax Statements To” space.**
- ▶ **In a deed, the name of the City or Unincorporated area is missing.**



California
Title Company



Orange Coast
Title Company



Equity
Title



First Centennial Title
Company of Nevada



Advantage Title