



## Common reasons why clerk and recorders offices may not accept documents for recording to complete your escrow

1. Sloppy handwriting on the document / Notary / change of ownership.
2. Use black ink instead of blue.
3. TRA (Tax Rate Area) numbers not on deeds.
4. APN (Assessor's Parcel Number) should be on all deeds and trust deeds.
5. Return address not on documents.
6. Set up the files for recording with documents already in our office. If not your file may not be ready for recording the next morning and may be delayed.
7. Doc stamps and names on grant deed to be correct before submitting.
8. Doc transfer tax affidavit must be completed in its entirety and must be the original.
9. Notary Seals—The stamp must be dark and legible. Also there has been problems with notary stamps that are blue ink.
10. Documents must be dark in color. If document is too light they will not scan correctly.
11. Distorted documents that have faded lines through the center of the document may not be accepted.