

# 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**

[www.caltitle.com](http://www.caltitle.com)