



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

- **Sloppy handwriting** on the document / Notary / change of ownership.
- **TRA** (Tax Rate Area) numbers not on deeds.
- **APN** (Assessor's Parcel Number) should be on all deeds and trust deeds.
- **Return address** not on documents.
- **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.
- **Doc stamps** and names on grant deed to be correct before submitting.
- **Doc transfer tax affidavit** must be completed in its entirety and must be the original.
 - **Notary Seals**—The stamp must be dark and legible. Also there has been problems with notary stamps that are blue ink.
 - **Documents** must be dark in color. If document is too light they will not scan correctly.
 - **Distorted documents** that have faded lines through the center of the document may not be accepted.

