

**SANTA CLARA COUNTY ASSESSOR'S OFFICE**

**PRELIMINARY CHANGE OF OWNERSHIP (PCOR) REQUIREMENT POLICY**

An agreement between the State Recordors' Association and the State Assessors' Association reached in January 1987 requires the PCOR on the following documents:

1. All deeds and indentures, except the following:
  - Easement Deeds
  - Deeds of Trusts and Reconveyances
  - Trustee's Deeds on sale or in lieu of foreclosure
  - Deeds to or from governmental entities
  - Certification of trust
2. All agreements of sale and/or contracts of sale affecting real property.
3. All affidavits of death, including death of a trustee, except:
  - Death of a beneficiary under a Deed of Trust
4. All leases, memoranda of lease, and assignments of lease, except:
  - Oil and gas

The absence of PCOR, or missing critical information such as a contact telephone number, on any of these documents will require an additional recording penalty fee of \$20.00.

These procedures will remain in effect until the Assessor's Association and the Recordors' Association agree upon a change.

09/10/2008 Joy Tsai