

SEARCHING RECORDS

Recorded Documents and maps are public records available for public viewing.

All recorded documents are indexed by the names of the principal parties. To locate a document, the name of at least one party and the approximate years of recording is required.

There is a cumulative map index which includes Subdivisions, parcel maps, surveys and assessment districts. There is no charge for customers to search indexes or view the documents.

NON-RECORDABLE DOCUMENTS

The Recorder can only accept documents that are required or permitted by law to be recorded. Examples of non-recordable documents are:

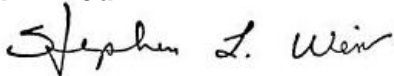
- o **Negotiable Instruments**
Stocks, Bonds and Money
- o **Passports or Citizenship Papers**
- o **"Common Law" Liens**
- o **"Commercial" Liens**
- o **Copyrights, Trademarks**
- o **Wills**
- o **"Declaration of Land Patent"**
- o **Cemetery Deeds**

NOTICE

Recorder Personnel are forbidden by California legal codes to practice law, which includes advising what forms are needed, how to fill them out, or giving any other legal advice.

It is our pleasure to be of service to you.

Thank You



STEPHEN L WEIR
CONTRA COSTA COUNTY CLERK-RECORDER

GENERAL INFORMATION



CONTRA COSTA COUNTY RECORDER'S OFFICE

STEPHEN L. WEIR
CLERK - RECORDER

555 ESCOBAR ST.
MARTINEZ, CA 94553
PHONE: 925.335-7900

OFFICE HOURS

MONDAY - FRIDAY
8:00 A.M. - 4:00 P.M.
CLOSED ON LEGAL HOLIDAYS

<http://www.ccclerkrec.us>

FUNCTIONS OF THE RECORDERS'S OFFICE

The Recorder records documents and files maps and vital statistics in the order in which they are presented and maintains them for reference for all time. Cross-referenced indexes are maintained for the location of these records.

Examples of typical recorded documents are:

- o **Real Property ownership records**
Deeds, leases, notices of completion
- o **Financial Documents**
Trust Deeds, notices of defaults, Reconveyences, financing statements.
- o **Military Discharge Papers**
- o **Declaration of Homestead**
- o **Mechanics' Liens**
- o **Federal Tax Liens**

Examples of typical filed records are:

- o **Maps**
Subdivisions, parcel maps, surveys
- o **Vital Statistics**
Births, deaths and marriages

Except in the case of maps, the original records are not retained by this office. All records are microfilmed as a permanent record, and are indexed by the names of the principal parties to the document and by the year recorded. The official records are open for public inspection and copies may be purchased at this office.

DOCUMENTARY TRANSFER TAX

Documentary transfer tax (DTT) is a tax collected when an interest in real property is conveyed. It is collected by the County Recorder at the time of the recording. A Transfer Tax Declaration must appear on each deed indicating the tax amount or the provision in the tax code that exempts the transaction from transfer tax.

GENERAL RECORDING REQUIREMENTS

DOCUMENTS TRANSFERRING TITLE- Documents must contain the Assessor Parcel Number. Documents should be accompanied by a Preliminary Change of Ownership form or are subject to a \$20.00 penalty.

LEGIBILITY- Documents must be clearly readable and capable of producing a legible microfilm record.

STANDARIZATION- All documents must be at least 8½"x11", but no larger than 8½"x 14", and reserve the top 2½" of the right 4½" of the first page for Recorder's use.

NAMES UNDER SIGNATURE- Names must be printed or typed under all signatures and business names.

NOTARY ACKNOWLEDGEMENT- Documents affecting title to real property must be properly acknowledged.

TITLE- Documents must be identified as to the type of document.

PARTIES- Names of parties to be indexed must be contained in the documents.

RETURN ADDRESS- A name and address where the document should be sent after recording must be shown in the upper left hand corner of each document.

OTHER- Depending on the type of document, additional requirements may apply.