SANTA CLARA COUNTY ASSESSOR’S OFFICE

PRELIMINARY CHANGE OF OWNERSHIP (PCOR) REQUIREMENT POLICY

An agreement between the State Recorders’ 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 Recorders’ Association agree upon a change.

09/10/2008 Joy Tsai