

**\*\*Requestor E-Mail Address:** \_\_\_\_\_

**\*\*Required**

**\*\*Fidelity Title Sales Representative:** \_\_\_\_\_

**\*\*Name of Requesting Person:** \_\_\_\_\_ **Phone #:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### ACCOMMODATION RECORDING INSTRUCTIONS AND AGREEMENT

***Please fill out the form in its entirety.*** Fidelity National Title Company/ICE Mortgage Technology Inc. charges \$75 for up to 3 documents to record PER COUNTY as our processing fee, in addition to any fees charged by the government agency we submit to. If there is no transfer or other tax due on your document(s), please indicate "0" or "None" and make sure the correct exemption code is included in the transfer tax section (list of codes attached). No transfer tax will be paid unless indicated on this form. All Recordings are electronically Recorded. Average turn time for recordings is 2-5 business days from receipt. Documents for Paper Recording Counties, maps, and involuntary liens (i.e., mechanic liens, judgments, etc.) **will NOT be accepted.**

***\*\*Include 1 check – payable to Fidelity National Title Company to cover the cost of your recording fees/taxes (if any) and the service charges, leave the amount blank and fill out the MEMO FIELD on your check with "NOT TO EXCEED \$500.00".***

**Mail to:** Fidelity National Title Company, 5000 Van Nuys Boulevard, No 500, Sherman Oaks CA 91401 – **Attention Accommodation Desk**

**Requestor Company Name (if any):** \_\_\_\_\_

**\*\*Address:** \_\_\_\_\_

**County of Recording:** \_\_\_\_\_

Document #1	_____	Document #2	_____	Document #3	_____
Instrument #	_____	Instrument #	_____	Instrument #	_____
Recording Fee	_____	Recording Fee	_____	Recording	_____
Transfer Tax	_____	Transfer Tax	_____	Transfer Tax	_____

The Requesting Party has provided the document(s) listed above to Fidelity National Title Company, and ICE Mortgage Technology Inc., and is instructing it to record the document(s) with the specified County Recorder's office. The Requesting Party agrees to pay the processing fee(s) stated above for such filing/recording and any recording fees and transfer taxes charged by the County Recorder. The Requesting Party further represents the documents have not been prepared by Fidelity National Title Company, ICE Mortgage Technology Inc, and Fidelity National Title Company, ICE Mortgage Technology Inc has not given any legal advice or made any assurances regarding the accuracy of any documents presented for recording. Requesting Party is encouraged to consult with an attorney prior to requesting the recording of the document(s) presented. In the event the document(s) is/are rejected by the Recorder's Office, Fidelity National Title Company, ICE Mortgage Technology Inc. will return the documents, recording fees, and transfer tax (if any) to Requesting Party with reason given for said rejection, it will be the Requesting Party's sole responsibility to make the corrections noted and resubmit the documents, recording fees, and transfer tax (if any) to Fidelity National Title Company, ICE Mortgage Technology Inc. for recording. Requesting Party agrees that an additional processing fee may apply for each resubmission to documents. Requesting Party further agrees and represents that Fidelity National Title Company, ICE Mortgage Technology Inc. has made no warranties or guarantees or expressed an opinion about the title to any property or the legal effect of said document(s) referred to herein. Requesting Party agrees to hold harmless and to indemnify all costs Fidelity National Title Company, ICE Mortgage Technology Inc, their agents, contractors, employees, successors, and assigns, may incur resulting from legal challenges to the document's filing/recording, or for the failure of the document to be eligible for recording.

**\*\*Signature of Grantor(s)/Trustor(s):** \_\_\_\_\_ **\*\*Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*Signature of Grantor(s)/Trustor(s):** \_\_\_\_\_ **\*\*Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*Signature of Grantor(s)/Trustor(s):** \_\_\_\_\_ **\*\*Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*Signature of Requestor:** \_\_\_\_\_ **\*\*Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



## NOTICE OF EXEMPT TRANSACTIONS UNDER THE DOCUMENTARY TRANSFER TAX

Following is a list of real estate transactions that are exempt from the documentary Transfer Tax under Los Angeles County's amended Ordinance and State Revenue and Taxation Code Section 11902, et seq. A statement as shown below must appear on the face of all documents to be recorded that are exempt from the tax.

**1. Conveyance Confirming Title in Grantee**

"This conveyance confirms title to the grantee(s) who continue to hold the same interest acquired on Date \_\_\_\_\_, Document No. wherein \$ \_\_\_\_\_ Documentary Transfer Tax was paid, R & T 11911."

**2. Conveyance in Dissolution of Marriage**

"This conveyance is in dissolution of marriage by one spouse to the other, R & T 11927."

**3. Conveyance to Secure a Debt**

"This conveyance is to secure a debt, R & T 11921."

**4. Reconveyance upon Satisfaction of a Debt**

"This is a reconveyance of realty upon satisfaction of a debt, R & T 11921."

**5. Conveyances transferring Interests into or out of a Living Trust**

"This conveyance transfers an interest into or out of a Living Trust, R & T 11930."

**6. Conveyance Changing Manner in Which Title is Held**

"This conveyance changes the manner in which title is held, **grantor(s)** and grantee(s) remain the same and continue to hold the same proportionate interest, R & T 11911."

**7. Court Ordered Conveyances Not Pursuant to Sale**

"This is a court-ordered conveyance or decree that is not pursuant to sale, R & T 11911."

**8. Conveyance Given for No Value**

"This is a bonafide gift and the grantor received nothing in return, R & T 11911."

**9. Conveyance to Establish Sole and Separate Property of a Spouse**

"This conveyance establishes sole and separate property of a spouse, R & T 11911."

**10. Conveyance to Confirm a Community Property Interest when property was purchased with Community Property Funds**

"This conveyance confirms a community property interest, which was purchased with Community Property Funds, R & T 11911."

**11. Conveyances to Confirm a Change of Name**

"This conveyance confirms a change of name, and the grantor and grantee are the same party, R & T 11911."

**12. Conveyances of an Easement or Oil and Gas Lease Where the Consideration and Value is Less Than \$100.00**

"This is a conveyance of an easement (Oil and Gas Lease) and the consideration and value is less than \$100.00, R & T 11911."

**13. Conveyances Where the Liens and Encumbrances Are Equal or More Than the Value of Property, and No Further Consideration is Given**

"The value of the property in this conveyance, exclusive of liens and encumbrances is \$100.00 or less, and there is no additional consideration received by the grantor, R & T 11911."

**14. Conveyances from a Trustee Under a Land Contract at the Consummation of the Contract**

"This is a conveyance of equitable title from a trustee, under a land contract, to the vendee at the consummation of the contract, R & T 11911."

**5. Conveyance from Individual(s)/Legal Entity(ies) to Individual(s)/Legal Entity(ies) Where the Grantors and Grantees Are Comprised of the Same Parties, and Parties Continue to Hold the Same Proportionate Interest. (Exception: Dissolution of a Partnership. R & T 11925[b])**

"The grantors and the grantees in this conveyance are comprised of the same parties who continue to hold the same proportionate interest in the property, R & T 11925(d)."