



San Bernardino County Recorder/Clerk
Larry Walker, Auditor/Controller-Recorder
222 W. Hospitality Lane, 1st Floor, San Bernardino CA 92415-0022
www.sbcounty.gov/acr
Hours: 8:00 a.m. to 4:00 p.m., Monday-Friday (909) 386-8947

HOW TO TRANSFER TITLE ON YOUR PROPERTY

Legal Advice Limitation:

The Recorder's Office is prohibited from providing any legal advice. Our employees cannot assist the public in the preparation of legal documents. If you have questions concerning which document form is appropriate for your transaction, or if you are in need of assistance in the preparation of that document, you should consult an attorney or obtain other professional advice.

How To Transfer Title:

To change ownership on real property, the present owners should complete and execute, before a notary public, a [Deed](#) whereby the property is conveyed from the name in which it presently stands into the name or names in which they wish title to be held. There are various types of deeds depending on each person's legal status. Forms may be obtained from attorneys or real estate professionals.

Samples of some of the more commonly used recording forms are provided on this web site as a courtesy for your convenience. We make no representation as to their suitability for your purposes.

ALL FORMS MUST BE PRINTED IN BLACK INK ON 8 1/2" X 11" WHITE PAPER

The first page of a recorded document requires the name and return address to be in the upper left corner 2 1/2 inches x 3 1/2 inches, the upper right corner 2 1/2 inches by 5 inches must remain blank. If your document does not meet these requirements then a cover sheet can be used.

NOTE: A [Preliminary Change of Ownership](#) form is required or an additional fee of \$20.00 will be added. A \$10.00 fee is applicable to any grant of property that does not describe a lot or parcel created by a recorded tract or parcel map.

[San Bernardino County Recorder Fee Schedule](#)