



The Assessor's office is prohibited from giving legal advice. It may be advisable to consult an attorney because of the legal aspects involved in holding title to property or transferring title.

### HOW TO TRANSFER TITLE

Name changes to the tax records on real property can only be achieved by the recording of specific legal documents through our Recorder's office which is located at the following address:

**222 W. Hospitality Lane  
San Bernardino, CA. 92415-0022**

To change the name(s) on real property, the present owner(s) should execute a new deed conveying the property from the name(s) as they presently appear, to the name(s) that will be used to hold title. Full names of all parties must be used. The new deed should state how title will be held (i.e. joint tenants, tenants in common, etc.) and must be acknowledged by a Notary Public. Please be aware changing the name(s) on title may affect the assessed (taxable) value of property.

Blank deed forms may be obtained from any office supply store that sells legal documents. They are also available for download from our website at **arc.sbcounty.gov**.

A notarized deed and a signed and completed Preliminary Change of Ownership Report (PCOR) should be submitted for recording with our Recorder's office. If the PCOR is not completed and submitted, an additional fee of \$20.00 will be required at the time of recording. If you need assistance in completing the PCOR form, please call our Assessor's office at (909) 387-8307, option 9.

The deed **must be recorded in the county where the property is located**. There are fees associated with the recording of the form. A fee schedule can be obtained by visiting our website at **arc.sbcounty.gov**.

For properties located in San Bernardino County, please contact our Recorder's office for further information regarding these procedures.

*For Recording Questions contact:*

**San Bernardino County Recorder  
Hall of Records  
222 W. Hospitality Lane  
San Bernardino, CA. 92415-0022  
Telephone: (909) 387-8306  
arc.sbcounty.gov**

*For Assessment Questions contact:*

**San Bernardino County Assessor  
222 W. Hospitality Lane, 4th Floor  
San Bernardino, CA 92415-0311  
Telephone: (909) 387-8307  
Toll Free: 1 (877) 885-7654  
arc.sbcounty.gov**