



NOTICE OF RECORDING REQUIREMENTS

TO ALL TITLE COMPANIES,

As part of our customer service, the Assessor-Recorder's office has been sending letters to homeowners/tenants who may be affected by a real estate foreclosure. Such letters serve as notices of the rights and remedies available to a homeowner/tenant.

In order to effectively mail such notices to the necessary parties, it would be most beneficial to have the Assessor Parcel Number (APN) listed on the face of following documents:

- (1) Notice of Default**
- (2) Notice of Recession of Default (filed if debtor pays mortgagor)**
- (3) Notice of Trustee Sale**
- (4) Trustee Sale (also known as Trustee's deed upon Sale --this document is filed after the sale)**

Please be advised that the Recorder will require Assessor Parcel Numbers (APNs) on the face of the aforementioned documents. Such requirement is consistent with our interpretation of section 1102.1 of the San Francisco Transfer Tax Ordinance, which requires that every document "pertaining to real property" shall show an APN on its face; and consequently, we consider the abovementioned documents as those "pertaining to real property."

If you have any questions concerning this requirement, please let us know and we will respond accordingly.

Craig Dziedzic, LL.M
Manager of Recorder Division
Office of the Assessor-Recorder
Tel (415) 554-5279
Fax (415) 554-7869