



PLEASE READ THESE INSTRUCTIONS PRIOR TO RECORDATION

1. Property owner(s) of record must sign the document and have their signature(s) notarized.

(NOTE: Notaries public are available in the City Clerk's office during normal business hours for your convenience for a small fee. However, you may use any notary public of your choice. *The current maximum fee set by law is \$10 per signature, per document*)

2. Ensure that notary certificate of acknowledgment for each person signing is attached to the document.
3. Take the document for recordation between 8:00 A.M. and 4:30 P.M., Mon-Fri, to:

**Clerk-Recorder's Office
East Wing, First floor
70 West Hedding Street,
(At First Street)
San Jose, CA 95110**

Documents may be recorded by mail; however, please visit the Santa Clara County Recorder's Office website at: <http://www.sccgov.org/portal/site/rec> or call them at (408) 299-5667 for complete instructions or questions. There may be a fee for recordation or for proof of recordation as set by the county.

4. Please return an endorsed copy of the recorded document or the receipt of recordation to your project planner as proof that recordation is complete.

Please note that holds placed on your project, including those related to final inspections, cannot be released without proof of recordation.