



# LANDMARK ESCROW

9535 Reseda Blvd. Ste. 100  
Northridge, CA 91324

Phone: (818) 360-9944  
Fax: (818) 678-0166  
michael@landmarkescrow.com

PROPERTY ADDRESS: \_\_\_\_\_

In order that we may expedite the closing of your escrow, please furnish us with the following information:

**FIRE INSURANCE COMPANY:**

Name of Company: \_\_\_\_\_

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

Name of Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Annual Premium Quoted: \_\_\_\_\_

***\*\*Landmark Escrow, strongly advises our clients to contact their insurance agents upon the opening of escrow to ensure a timely and successful close. Your Insurance Agent may require time to obtain information regarding the property.***

**LOAN BROKER OFFICE:**

Loan Agent/Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**MAILING ADDRESS AFTER CLOSE OF ESCROW:**

Will the Buyer be occupying the property after the close of escrow? YES \_\_\_\_\_ NO \_\_\_\_\_

If NO, please provide forwarding address:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE COMPLETE AND RETURN THIS FORM WITH YOUR SIGNED ESCROW INSTRUCTIONS.  
THANK YOU.**

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE SIGN  
& RETURN**



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## VESTING FORM

**NOTE: SHOULD THERE BE ANY QUESTIONS REGARDING YOUR VESTING, CONSULT AN ATTORNEY OR YOUR C.P.A.**

ESCROW HOLDER IS HEREBY INSTRUCTED BY THE UNDERSIGNED THAT TITLE TO THE PROPERTY IN THIS ESCROW TO BE VESTED AS FOLLOWS:

1. **YOUR NAME(S):** \_\_\_\_\_  
*At the time of signing your loan documents, you will need a government issued identification that matches the above written name.*

2. **IF A TRUST** Please Print the Name of Your Trust as it Appears in Trust Documents (Include Date)  
*(Please check with your loan officer to verify your loan can be processed and approved in your trust name.)*

\_\_\_\_\_

A. ( ) \_\_\_\_\_ As Trustee

B. ( ) \_\_\_\_\_ As Trustee

3. **PLEASE INDICATE ONE:** *(If #2 has been completed and approved by your current lender, #3-6 are not applicable)*

- \_\_\_\_\_ Husband and Wife
- \_\_\_\_\_ Wife and Husband
- \_\_\_\_\_ A Married Man as his sole and separate property \*\*
- \_\_\_\_\_ A Married Woman as her sole and separate property \*\*
- \_\_\_\_\_ A Single Man (never been married)
- \_\_\_\_\_ A Single Woman (never been married)
- \_\_\_\_\_ An Unmarried Man (divorced, final filed)
- \_\_\_\_\_ An Unmarried Woman (divorced, final filed)
- \_\_\_\_\_ A Widower (male)
- \_\_\_\_\_ A Widow (female)
- \_\_\_\_\_ Domestic Partner

4. **\*\* IF YOUR STATUS IS SEPARATED OR YOU ARE MARRIED OR A REGISTERED DOMESTIC PARTNER, AND TAKING TITLE ALONE**, your vesting will show "as sole and separate property." In this case, it is required for a Quitclaim Deed to be drawn and sent to you for your spouse's/partner's signature. **PLEASE PRINT YOUR SPOUSE'S /PARTNER'S NAME BELOW:**

\_\_\_\_\_

5. **IF TWO (2) OR MORE PEOPLE ARE TAKING TITLE TOGETHER**, please check one of the following:

- \_\_\_\_\_ As Joint Tenants
- \_\_\_\_\_ As Community Property (husband and wife, domestic partner or domestic partners only)
- \_\_\_\_\_ As Community Property with Right of Survivorship (husband and wife OR domestic partners only)
- \_\_\_\_\_ As Tenants in Common

6. **\*\*\*IF TITLE IS HELD AS "TENANTS IN COMMON"**, or if more than one married or registered domestic partnered couple are taking title as Tenants in Common, please give the percentage of vesting interest of each person/couple to hold title:

\_\_\_\_\_

**PLEASE SIGN  
& RETURN**

\_\_\_\_\_  
\_\_\_\_\_

## CONCURRENT - CO-OWNERSHIP INTERESTS

	COMMUNITY PROPERTY	JOINT TENANCY	Community Property with Right of Survivorship	TENANCY IN COMMON	TENANCY IN PARTNERSHIP
<b>Parties</b>	Only husband and wife or domestic partners	Two or more persons (may be spouses or domestic partners)	Husband and wife or domestic partners	Two or more persons (may be spouses or domestic partners)	Only partners (any number)
<b>Division</b>	Ownership and managerial interest are equal except control of business is solely with managing spouse/partner	Ownership interest must be equal	Ownership interest is equal	Ownership can be divided into any number of interest equal or unequal	Ownership interest is in relation to interest in partnership
<b>Title</b>	Title is in the "community". Each interest is separate but management is unified	There is only one title to the whole property	Title is in the "community". Each interest is separate	Each co-owner has a separate legal title to his undivided interest	Title is in the "partnership"
<b>Possession</b>	Both co-owners have equal management and control	Equal right of possession	Both co-owners have equal possession	Equal right of possession	Equal right of possession but only for partnership purposes
<b>Conveyance</b>	Personal property (except "necessaries") may be conveyed for valuable consideration without consent of other spouse/partner, real property requires written consent of other spouse/partner, and separate interest cannot be conveyed except upon death.	Conveyance by one co-owner without the others break his joint tenancy	Real property requires written consent of other spouse/partner, and with separate interest cannot be conveyed except upon death	Each co-owner's interest may be conveyed separately by its owner.	Any authorized partner may convey whole partnership property. No partner may sell his interest in the partnership without consent of his copartners
<b>Purchaser's Status</b>	Purchaser can only acquire whole title of community; cannot acquire a part of it	Purchaser will become a tenant in common with the other co-owners in the property		Purchaser will become a tenant in common with the other co-owner in the property	Purchaser can only acquire the whole title
<b>Death</b>	On co-owner's death, 1/2 belongs to survivor in severalty 1/2 goes by will to decedent's devisees or by succession to survivor	On co-owner's death, his interest ends and cannot be deposited of by will. Survivor owns the property by survivorship	On co-owners death the entire tenancy remains to the survivor. This right of survivorship is one of the primary incidents of community property with right of survivorship	On co-owner's death his interest passes by will to his devisees or his heir. No survivorship right	On partner's death, his partnership interest passes to the surviving partner pending liquidation of the partnership. Share of deceased partner then goes to his estate
<b>Successor's Status</b>	If passing by will, tenancy in common between devisee and survivor results	Last survivor owns property in severalty	If passing by Will, tenancy in common between devisee and survivor results	Devisee or heirs become tenants in common	Heirs or devisees have rights in partnership interest but not in the specific property.
<b>Creditor's Rights</b>	Property of community is liable for contracts of either spouse/partner which are made after marriage and prior to or after January 1, 1975. Co-owner's interest can't be sold separately; whole property may be sold on execution to satisfy creditor	Co-owner's interest may be sold on execution sale to satisfy creditor. Joint tenancy is broken, creditor becomes tenant in common	Property of community is liable for contracts of either spouse/partner which are made after marriage and prior to or after January 1, 1975. Co-owner's interest can note be sold separately; whole property may be sold on execution to satisfy creditor	Co-owner's interest may be sold on execution sale to satisfy his creditor. Creditor becomes tenant in common	Partner's interest cannot be seized or sold separately by his personal creditor but his share of profits may be obtained by a personal creditor. Whole property may be sold on execution sale to satisfy partnership creditor
<b>Presumption</b>	Strong presumption that property acquired by husband and wife/domestic partners is community property	Must be expressly stated. Not favored		Favored in doubtful cases except husband and wife/domestic partners case	Arise only be virtue of partnership statue in property placed in partnership

YOUR COPY

**\*\*\*PLEASE COMPLETE, SIGN AND RETURN\*\*\***

**COMPLETION OF THIS FORM WILL EXPEDITE YOUR ORDER AND WILL HELP PROTECT YOU**

By enabling the title company to eliminate the problems that might arise through similarity of your name with the name of another person against whom there may be judgments, tax liens, or other matters affecting property ownership. If any additional information is needed, you will be contacted by our office.

Property Address: \_\_\_\_\_

**CONFIDENTIAL INFORMATION STATEMENT**

Name (1st Party)			Name (2nd Party)		
First	Middle	Last	First	Middle	Last
Date of Birth _____			Date of Birth _____		
Birthplace _____			Birthplace _____		
I have lived in California since _____			I have lived in California since _____		
Social Security No. _____			Social Security No. _____		
Driver's license # _____			Driver's license # _____		

ARE PARTIES 1 and 2 ( ) Married ( ) Domestic Partners Married on \_\_\_\_\_ at \_\_\_\_\_ Maiden Name \_\_\_\_\_

**FORMER MARRIAGE(S)/PARTNERSHIPS**

If no former marriages/Domestic Partnerships, write "NONE" \_\_\_\_\_

1st Party - Name of former Spouse/Domestic Partner \_\_\_\_\_

Deceased \_\_\_\_\_ Divorced/Termination \_\_\_\_\_ When \_\_\_\_\_ Where \_\_\_\_\_

2nd Party - Name of former Spouse/Domestic Partner \_\_\_\_\_

Deceased \_\_\_\_\_ Divorced/Termination \_\_\_\_\_ When \_\_\_\_\_ Where \_\_\_\_\_

**RESIDENCE(S) DURING PRECEDING 10 YEARS**

(If more space is needed, use reverse side of form)

1st Party	FROM	TO
NUMBER AND STREET _____		
CITY _____		
	FROM	TO
NUMBER AND STREET _____		
CITY _____		
	FROM	TO
2nd Party		
NUMBER AND STREET _____		
CITY _____		
	FROM	TO
NUMBER AND STREET _____		
CITY _____		

**OCCUPATION(S)**

(If more space is needed, use reverse side of form)

1st Party			
PRESENT OCCUPATION _____	FIRM NAME _____	ADDRESS _____	NO. YEARS _____
PRIOR OCCUPATION _____	FIRM NAME _____	ADDRESS _____	NO. YEARS _____
2nd Party			
PRESENT OCCUPATION _____	FIRM NAME _____	ADDRESS _____	NO. YEARS _____
PRIOR OCCUPATION _____	FIRM NAME _____	ADDRESS _____	NO. YEARS _____

<p><b>SIGNATURE:</b> _____</p> <p>PARTY 1 _____ DATE _____</p> <p>PHONE# _____</p> <p>EMAIL: _____</p>	<p><b>SIGNATURE:</b> _____</p> <p>PARTY 2 _____ DATE _____</p> <p>PHONE# _____</p> <p>EMAIL: _____</p>
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**\*\*\*PLEASE COMPLETE, SIGN AND RETURN\*\*\***

**PLEASE SIGN & RETURN**

**PRELIMINARY CHANGE OF OWNERSHIP REPORT**

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A *Preliminary Change of Ownership Report* must be filed with each conveyance in the County Recorder's office for the county where the property is located.

FOR ASSESSOR'S USE ONLY

ASSESSOR'S PARCEL NUMBER \_\_\_\_\_

SELLER/TRANSFEROR \_\_\_\_\_

BUYER'S DAYTIME TELEPHONE NUMBER \_\_\_\_\_

BUYER'S EMAIL ADDRESS \_\_\_\_\_

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY \_\_\_\_\_

( ) YES ( ) NO This property is intended as my principal residence. If YES, please indicate the date of occupancy or intended occupancy.	MO	DAY	YEAR
( ) YES ( ) NO Are you a disabled veteran or an unmarried surviving spouse of a disabled veteran who was compensated at 100% by the Department of Veterans Affairs?			

MAIL PROPERTY TAX INFORMATION TO (NAME) \_\_\_\_\_

MAIL PROPERTY TAX INFORMATION TO (ADDRESS) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**PART 1. TRANSFER INFORMATION**

*Please complete all statements.*

This section contains possible exclusions from reassessment for certain types of transfers.

- YES NO
- ( ) ( ) A. This transfer is solely between spouses (*addition or removal of a spouse, death of a spouse, divorce settlement, etc.*).
  - ( ) ( ) B. This transfer is solely between domestic partners currently registered with the California Secretary of State (*addition or removal of a partner, death of a partner, termination settlement, etc.*).
  - ( ) ( )\* C. This is a transfer: ( ) between parent(s) and child(ren) ( ) from grandparent(s) and grandchild(ren).
  - ( ) ( )\* D. This transfer is the result of a cotenant's death. Date of death \_\_\_\_\_
  - ( ) ( )\* E. This transaction is to replace a principal residence by a person 55 years of age or older. Within the same county? ( ) YES ( ) NO
  - ( ) ( )\* F. This transaction is to replace a principal residence by a person who is severely disabled as defined by Revenue and Taxation Code section 69.5. Within the same county? ( ) YES ( ) NO
  - ( ) ( ) G. This transaction is only a correction of the name(s) of the person(s) holding title to the property (*e.g., a name change upon marriage*).  
If YES, please explain: \_\_\_\_\_
  - ( ) ( ) H. The recorded document creates, terminates, or reconveys a lender's interest in the property.
  - ( ) ( ) I. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (*e.g., cosigner*). If YES, please explain: \_\_\_\_\_
  - ( ) ( ) J. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.
  - ( ) ( ) K. This is a transfer of property:
    - ( ) ( ) 1. to/from a revocable trust that may be revoked by the transferor and is for the benefit of [ ] the transferor, and/or [ ] the transferor's spouse [ ] registered domestic partner.
    - ( ) ( ) 2. to/from an irrevocable trust for the benefit of the [ ] creator/grantor/trustor and/or [ ] grantor's/trustor's spouse [ ] grantor's/trustor's registered domestic partner.
  - ( ) ( ) L. This property is subject to a lease with a remaining lease term of 35 years or more including written options.
  - ( ) ( ) M. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.
  - ( ) ( ) N. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions, or restrictions imposed by specified nonprofit corporations.
  - ( ) ( )\* O. This transfer is to the first purchaser of a new building containing an active solar energy system.
  - ( ) ( ) P. Other. This transfer is to \_\_\_\_\_

\*Please refer to the instructions for Part 1

**Please provide any other information that will help the Assessor understand the nature of the transfer.**

**THIS DOCUMENT IS NOT SUBJECT TO PUBLIC INSPECTION**



## ADDITIONAL INFORMATION

Please answer all questions in each section, and sign and complete the certification before filing. This form may be used in all 58 California counties. If a document evidencing a change in ownership is presented to the Recorder for recordation without the concurrent filing of a *Preliminary Change of Ownership Report*, the Recorder may charge an additional recording fee of twenty dollars (\$20).

**NOTICE:** The property which you acquired may be subject to a supplemental assessment in an amount to be determined by the County Assessor. Supplemental assessments are not paid by the title or escrow company at close of escrow, and are not included in lender impound accounts. **You may be responsible for the current or upcoming property taxes even if you do not receive the tax bill.**

**NAME AND MAILING ADDRESS OF BUYER:** Please make necessary corrections to the printed name and mailing address. Enter Assessor's Parcel Number, name of seller, buyer's daytime telephone number, buyer's email address, and street address or physical location of the real property.

**NOTE:** Your telephone number and/or email address is very important. If there is a question or a problem, the Assessor needs to be able to contact you.

**MAIL PROPERTY TAX INFORMATION TO:** Enter the name, address, city, state, and zip code where property tax information should be mailed. This must be a valid mailing address.

**PRINCIPAL RESIDENCE:** To help you determine your principal residence, consider (1) where you are registered to vote, (2) the home address on your automobile registration, and (3) where you normally return after work. If after considering these criteria you are still uncertain, choose the place at which you have spent the major portion of your time this year. Check YES if the property is intended as your principal residence, and indicate the date of occupancy or intended occupancy.

**DISABLED VETERAN:** If you checked YES, you may qualify for a property tax exemption. **A claim form must be filed and all requirements met in order to obtain the exemption. Please contact the Assessor for a claim form.**

### PART 1: TRANSFER INFORMATION

If you check YES to any of these statements, the Assessor may ask for supporting documentation.

**C, D, E, F:** If you checked YES to any of these statements, you may qualify for a property tax reassessment exclusion, which may allow you to maintain your property's previous tax base. **A claim for must be filed and all requirements met in order to obtain any of these exclusions.** Contact the Assessor for claim forms. **NOTE:** If you give someone money or property during your life, you may be subject to federal gift tax. You make a gift if you give property (including money), the use of property, or the right to received income from property without expecting to receive something of at least equal value in return. The transferor (donor) may be required to file form 709, Federal Gift Tax Return, with the Internal Revenue Service if they make gifts in excess of the annual exclusion amount.

**G:** Check YES if the reason for recording is to correct a name already on title (e.g., Mary Jones, who acquired title as Mary J. Smith, is granting to Mary Jones). This is not for use when a name is being removed from title.

**H:** Check YES if the change involves a lender, who holds title for security purposes on a loan, and who has no other beneficial interest in the property.

**"Beneficial interest"** is the right to enjoy all the benefits of property ownership. Those benefits include the right to use, sell, mortgage, or lease the property to another. A beneficial interest can be held by the beneficiary of a trust, while legal control of the trust is held by the trustee.

**I:** A **"cosigner"** is a third party to a mortgage/loan who provides a guarantee that a loan will be repaid. The cosigner signs an agreement with the lender stating that if the borrower fails to repay the loan, the cosigner will assume legal liability for it.

**M:** This is primarily for use when the transfer is into, out of, or between legal entities such as partnerships, corporations, or limited liability companies. Check YES only if the interest held in each and every parcel being transferred remains exactly the same.

**N:** Check YES only if property is subject of subsidized low-income housing requirements with governmentally imposed restrictions: property may qualify for a restricted valuation method (i.e. may result in lower taxes)

**O:** If you checked YES, you may qualify for a new construction property tax exclusion. **A claim form must be filed and all requirements met in order to obtain the exclusion. Contact the Assessor for a claim form.**

### Part 2: OTHER TRANSFER INFORMATION

**A:** The date of recording is rebuttably presumed to be the date of transfer. If you believe the date of transfer was a different date (e.g., the transfer was by an unrecorded contract, or a lease identifies a specific start date), put the date you believe is the correct transfer date. If it is not the date of recording, the Assessor may ask you for supporting documentation.

**B:** Check the box that corresponds to the type of transfer. If OTHER is checked, please provide a detailed description. Attach a separate sheet if necessary.

C. If this transfer was the result of an inheritance following the death of the property owner, please complete a *Change of Ownership Statement, Death of Real Property Owner*, form BOE-502-D, if not already filed with the Assessor's office.

### PART 3: PURCHASE PRICE AND TERMS OF SALE

It is important to complete this section completely and accurately. The reported price and terms of sale are important factors in determining the assessed value of the property, which is used to calculate your property tax bill. Your failure to provide any required or requested information may result in an inaccurate assessment of the property and in an overpayment or underpayment of taxes.

A. Enter the total purchase price, not including closing costs or mortgage insurance.

**"Mortgage insurance"** is insurance protecting a lender against loss from a mortgagor's default, issued by the FHA or a private mortgage insurer.

B. Enter the amount of the down payment, whether paid in cash or by an exchange. If through an exchange, exclude the closing costs.

**"Closing costs"** are fees and expenses, over and above the price of the property, incurred by the buyer and/or seller, which include title searches, lawyer's fees, survey charges, and document recording fees.

C. Enter the amount of the First Deed of Trust, if any. Check all the applicable boxes, and complete the information requested.

A **"balloon payment"** is the final installment of a loan to be paid in an amount that is disproportionately larger than the regular installment.

D. Enter the amount of the Second Deed of Trust, if any. Check all the applicable boxes, and complete the information requested.

E. If there was an assumption of an improvement bond or other public financing with a remaining balance, enter the outstanding balance, and mark the applicable box.

An **"improvement bond or other public financing"** is a lien against real property due to property-specific improvement financing, such as green or solar construction financing, assessment district bonds, Mello-Roos (a form of financing that can be used by cities, counties and special districts to finance major improvements and services within the particular district) or general improvement bonds, etc. Amounts for repayment of contractual assessments are included with the annual property tax bill.

F. Enter the amount of any real estate commission fees paid by the buyer which are not included in the purchase price.

G. If the property was purchased through a real estate broker, check that box and enter the broker's name and phone number. If the property was purchased directly from the seller (who is not a family member of one of the parties purchasing the property), check the "Direct from seller" box. If the property was purchased directly from a member of your family, or a family member of one of the parties who is purchasing the property, check the "From a family member" box and indicate the relationship of the family member (e.g., father, aunt, cousin, etc.). If the property was purchased by some other means (e.g., over the Internet, at auction, etc.), check the "OTHER" box and provide a detailed description (attach a separate sheet if necessary).

H. Describe any special terms (e.g., seller retains an unrecorded life estate in a portion of the property, etc.), seller concessions (e.g., seller agrees to replace roof, seller agrees to certain interior finish work, etc.), broker/agent fees waived (e.g., fees waived by the broker/agent for either the buyer or seller), financing, buyer paid commissions, and any other information that will assist the Assessor in determining the value of the property.

### PART 4: PROPERTY INFORMATION

A. Indicate the property type or property right transferred. Property rights may include water, timber, mineral rights, etc.

B. Check YES if personal, business property or incentives are included in the purchase price in Part 3. Examples of personal or business property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships (golf, health, etc.), ski lift tickets, homeowners' dues, etc. Attach a list of items and their purchase price allocation. An adjustment will not be made if a detailed list is not provided.

C. Check YES if a manufactured home or homes are included in the purchase price. Indicate the purchase price directly attributable to each of the manufactured homes. If the manufactured home is registered through the Department of Motor Vehicles in lieu of being subject to property taxes, check NO and enter the decal number.

D. Check YES if the property was purchased or acquired with the intent to rent or lease it out to generate income, and indicate the source of that anticipated income. Check NO if the property will not generate income, or was purchased with the intent of being owner-occupied.

E. Provide your opinion of the condition of the property at the time of purchase. If the property is in "fair" or "poor" condition, include a brief description of repair needed.