**Transfer on Death Deed Form – Instructions**

1. At the top of the form, list the name and address of the person who is recording the document and to whom the document should be mailed after it is recorded. Generally, this will be the grantee, the person receiving the property after the grantor’s death.

2. List the assessor’s parcel number of the property.

3. List the name of the grantor and their marital status and gender.

4. List the name of the grantee and their marital status and gender.

5. List the city, county, and state where the real property is located, as well as the address of the real property.

6. The grantor should sign the Transfer on Death Deed before a Notary Public.

7. The grantor should attach the legal description of the property as Exhibit “A.”

8. The name and address of the person to whom property tax statements should be mailed should be inserted at the bottom of the first page of the form.

9. The Transfer on Death Deed should be recorded with the County Recorder in the county where the real property is located.