**Trust Transfer Deed – Instructions**

1. Fill in the trustee’s name and address at the top of the document. This is where the Recorder’s Office will mail the recorded deed.
2. Fill in the assessor’s parcel number of the parcel of real property you are transferring.
3. Fill in the name of the person transferring the property. Make sure it matches the name on the prior deed to the property exactly.
4. Fill in the name of the trustee of the trust and the name and date of the trust.
5. List the city, county, and state where the real property is located, as well as the street address of the property.
6. List the grantor or grantors’ names on the signature lines.
7. List the trustee’s name and address on the bottom of the form.
8. Sign the form in front of a Notary Public.
9. Attach the legal description of the property as Exhibit “A.”