



COUNTY OF VENTURA
Hall of Administration
800 South Victoria Avenue
Ventura, CA 93009-1270



DAN GOODWIN, MAI
ASSESSOR

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Preliminary Change of Ownership (PCOR) Requirements Policy

The Ventura County Assessor and Ventura County Recorder agree that PCORs are required on the following documents:

1. All deeds and indentures, except the following:
 - a. Easement Deeds
 - b. Deeds of Trust and Reconveyances
 - c. Trustee's Deeds on sale or in lieu of foreclosure
 - d. Deeds to or from governmental entities
 - e. Deeds to or from any intermediate party as defined in R&T Code 480.3
2. All agreements of sale and/or contracts of sale affecting real property
3. All affidavits of death, except:
 - a. Death of a beneficiary under a Deed of Trust
4. All leases, memorandum of lease, and assignments of lease

The absence of the PCOR or an incomplete PCOR, on any of these documents will require an additional recording penalty fee of \$20 (R&T 480.3(b)). A complete PCOR is defined as the front page as well as the signature box on the second page being completed. Incomplete PCORs will be charged the \$20 fee but still forwarded to the Assessor.

Signatures will be accepted in the following formats: original or photocopy, facsimile or scanned images of the original signature. Typewritten signatures will not be accepted.

All PCOR forms **MUST** be signed by the new owner and cannot be signed by agent or attorney (R&T 480.3).

These procedures will remain in effect until the Assessor and Recorder agree upon a change.