



# City of Visalia

## Grant Deed Instructions

### A) Preparing the grant deed form

- 1) Insert City staff contact person
- 2) Insert property APN
- 3) Insert name of Grantor(s) (as identified in the PTR)
- 4) Each grantor must sign on a signature line with name, title and company typed or printed below the signature line.
- 5) Any entity, as identified in the PTR, as having a record title interest in the property must sign on a signature line with name, title and company typed or printed below the signature line.

### B) Information to be submitted with the grant deed

- 1) Preliminary Title Report (PTR)
- 2) Notary Acknowledgment required for each signatory
- 3) Evidence of signature authority required for those signing on behalf of corporations and partnerships

### C) Preparing the “Exhibit A” legal description

- 1) Legal description must be signed and sealed by a Professional Land Surveyor or by a Pre-1982 Civil Engineer licensed to survey.
- 2) Legal description can be in the format of metes and bounds, government land survey, lot and block numbers or monuments as best determined by the preparing professional. Closure calculations must be submitted for a metes and bounds legal description.
- 3) End of legal description must state the square footage of area described.
- 4) “Exhibit A” must be shown at the top centered.
- 5) Property APN must be shown in the footer.
- 6) The legal description must not include any reference to purpose such as “right of way” or “public street”. The grant deed form governs the purpose if the intent is a conditional conveyance.

### D) Preparing the “Exhibit B” plat

- 1) A plat is required as a visual reference to complement the legal description.
- 2) The plat needs to visually represent the metes and bounds, government land survey, lot and block numbers or monuments information contained in the legal description.
- 3) “Exhibit B” must be shown at the top centered or within a title block space.
- 4) Property APN must be shown.
- 5) Public streets with names must be shown.
- 6) A north arrow must be shown.
- 7) The plat should be to scale with scale bar and scale text (feet to inches) shown.
- 8) The plat must not include any reference to purpose such as “right of way” or “public street”. The grant deed form governs the purpose if the intent is a conditional conveyance.
- 9) The plat must not include any reference to the property owner, developer or project associated with the conveyance.

**Recording requested by and  
Please mail instrument and tax statement to:**

City of Visalia  
315 E. Acequia Ave.  
Visalia, CA 93291  
Attn: **{insert City staff contact person}**

***This instrument benefits City only. No fee required  
per Government Code Section 6103***

## Grant Deed

THE UNDERSIGNED GRANTOR(S) DECLARE(S)

DOCUMENTARY TRANSFER TAX IS \$ EXEMPT PUBLIC ENTITY

\_\_\_\_\_ unincorporated area     City of Visalia

Assessor's Parcel No.: **{insert 9 digit APN}**

computed on full value of interest or property conveyed, or

computed on full value less value of liens or encumbrances remaining at time of sale, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, represents that, as the owner(s) of the herein-described real property,

**{insert GRANTOR}**

hereby GRANT(s) in fee interest to the CITY OF VISALIA, A MUNICIPAL CORPORATION, the real property in the City of Visalia, County of Tulare, State of California, described as follows:

**SEE ATTACHED "EXHIBIT A" FOR LEGAL DESCRIPTION AND "EXHIBIT B" FOR PLAT  
AND INCORPORATED HEREIN BY REFERENCE**

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Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Grantor Signature(s): \_\_\_\_\_  
**{insert name, title & company}**

\_\_\_\_\_  
**{insert name, title & company}**

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### CITY CLERK ACCEPTANCE

This is to certify that the interest in real property conveyed herein to the City of Visalia, a governmental agency, is hereby accepted by the undersigned, City Clerk, on behalf of the Council of the City of Visalia pursuant to authority conferred by Resolution of said Council adopted on November 18, 1957, and the grantee consents to recordation thereof by its duly authorized officer.

In witness whereof I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Donjia Huffmon CMC, Chief Deputy City Clerk