



**LARRY W. WARD**  
**COUNTY OF RIVERSIDE**  
**ASSESSOR-COUNTY CLERK-RECORDER**

**Recorder**  
P.O. Box 751  
Riverside, CA 92502-0751  
(951) 486-7000

[www.riversideacr.com](http://www.riversideacr.com)

August 10, 2011

To: Title Companies, Escrow Companies, and Other Interested Parties

RE: Assessor Parcel Number(s)

Pursuant to Government Code Section 27297.7 and County of Riverside Resolution Number 2011-195, the Riverside County Recorder's Office will implement a Courtesy Notice Program whereby a "Notice" will be mailed to the last owner of record when a Deed, Deed of Trust or other similar document is recorded, informing the owner of the recording of the document.

As a result, **effective September 1, 2011**, the Assessor Parcel Number(s) will be required to be set out on the following types of documents:

- Construction Deed of Trust
- Deed
- Deed of Trust
- Easement
- Easement Deed
- Mortgage
- Partial Easement
- Partial Easement Deed
- Reinstatement of a Deed of Trust
- Trustee's Deed Upon Sale

**The Courtesy Notice Program does not apply when property is being granted to a Federal, State, County or City government agency.**

**For Title Company submissions** the Assessor Parcel Number(s) will continue to be required on the additional following document types: Agreements and Contracts of Sale, Assignments of Lease/Subleases, Indentures, Land Patents, Leases/Subleases, Orders (Confirming Sale), Sheriff's Deeds.

**For Tax Collector submissions** the Assessor Parcel Number(s) will continue to be required on Tax Deed to Purchaser documents.

You may contact me at (951) 486-7030 should you have any questions.

Sincerely,  
County of Riverside  
Assessor-County Clerk-Recorder

By: 

Danielle Rifilato  
Research and Policy Analyst