



For Immediate Release

Date: Tuesday, September 22, 2015

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***** PUBLIC SERVICE ANNOUNCEMENT *****

IMPORTANT REQUIREMENTS TO RECORD DOCUMENTS IN SAN FRANCISCO

San Francisco, CA – Previously, only certain document types submitted for recordation in San Francisco were required to include the Assessor Parcel Number and the commonly-known situs (street name and number) on the face of the document.

Starting October 19, 2015 all documents pertaining to real property are required to include these elements in accordance with San Francisco Business & Tax Regulations Code, Article 12-C, Section 1102.1. This code stipulates that Assessor Parcel Number(s) (APN) and Situs are required on every document pertaining to real property that is submitted for recordation in San Francisco.

The current Assessor's parcel number, or numbers, and the commonly-known situs (street name and number) of the real property described therein are required, on the face of the 1st page of the document. Beginning October 19, 2015, if these elements are missing, the document will be rejected.

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