

Deed Restriction Packet Checklist

Please keep this page for your reference only.

The complete packet needs to be submitted to the Registrar-Recorder/County Clerk to be recorded.

Development Projects

The deed restriction is required to be recorded within 6 months of issuance of the NTP or Project Agreement.

Acquisition Projects

The deed restriction is required within 90 days of Close of Escrow

Steps

1. Prepare - Deed Restriction Packet
2. Notarize - Take the unsigned Deed Restriction form, "Exhibit A", and "Exhibit B", to a notary. The Grantee's Authorized Representative or designee signs the Deed Restriction form signature page in the presence of a notary. The notary then completes the "Notary Acknowledgement" section.
3. Record- Take the notarized Deed Restriction with "Exhibit A", and "Exhibit B", to the Los Angeles County Recorder's Office and ask the County Clerk to "record the Deed Restriction form, Exhibit A, and Exhibit B, on the title to the property."
4. Send a copy of the notarized and recorded Deed Restriction form, "Exhibit A", and "Exhibit B" to your RPOSD Program Manager.

DEED RESTRICTION PACKET

- [Measure A Deed Restriction Form](#) [Prop A Deed Restriction Form](#)
- [California Certificate of Acknowledgment](#)
- Exhibit A- Legal Description of the Real Property
A formal legal description of every parcel of property to which grant funds will be allocated. This information can be obtained from the grant deed or title policy. (NOTE: The assessor's parcel number or a street address is NOT a valid legal description.) Please inform your RPOSD Program Manager if a formal legal description cannot be obtained.
- Exhibit B- NTP/Grant Agreement
A complete copy of the Notice to Proceed issued by RPOSD, or
A complete copy of the Project Agreement signed by the Grantee and RPOSD.

Deed Restriction Form

Do not alter the Deed Restriction form.

Fill in all the blank spaces of the Deed Restriction form as indicated below.

Page 1

- I. Grantee Name
- II. Grantee Name
- IV Project Name
- V Grant Execution Date, Grant Number, Grant Scope

Page 2

Insert the date the Deed Restriction is signed by the Grantee's Authorized Representative or designee in the presence of a notary Along with the printed and typed name & title of grantee's authorized representative and additional signatures as required.