

Contra Costa County



County Specific Operating Procedures Quick Reference Guide

All users, equipment and software interacting with, including files submitted via ERDS to Contra Costa County shall meet all of the following specifications:

1. FILE TYPE – Tiff (Tagged Image File Format)
2. DPI - Images to be rendered at 300 DPI (Dots Per Inch)
3. PAGE SIZE - 8.5 X 11 or 8.5 X 14 (No Exceptions)
4. ELECTRONIC RECORDING HOURS – 8.00 AM to 4:00 PM on each business day.
5. INDEX INFORMATION – Basic index information fields
 - a. Primary Reference (Order Number)
 - b. Dependency (Dependent or Independent)
 - c. Document Type
 - d. File name (Tiff)
 - e. Page Count

6. **SUPPORT PROCEDURE** – Agent must contact County directly through email, and include the rejection reason, initials (if included) of rejecting party, and all documents within the package. All rejection inquiries must come directly from Agent; Submitter should not contact County.

7. **RECORDING REQUIREMENTS** – Submitter and Agent shall only submit scans of original documents electronically which meet all of the same requirements for the submission of original paper documents. Senate Bill 2 (SB2) exemptions must be listed on every document, excluding Deeds that include transfer tax. If an exemption is not listed, the SB2 tax will be assessed. Transfer tax exemption codes must be listed on each Deed that does not include transfer tax.

8. **REMITTANCE OF PAYMENT** – Submitter and Agent agrees to and guarantees that it shall remit punctual payment in full for each recording day's fees within 24 hours from receipt of invoice or three business days after the transaction date. Recording fees include Documentary Transfer Tax fees, copy fees, and any other fees incurred by Submitter and Agent during the normal course of business with the Recorder during each business day. The method of payment shall be established by mutual consent by Submitter and Agent to the Recorder for all recording fees; either by electronic payments or by traditional means.