

Absolute Service of Los Angeles
1301 West Second Street, Suite 204
Los Angeles, CA 90026
(213) 481-7334 Fax (213) 481-7343

July 8, 2004

Re: Los Angeles County Recorder

In early June 2004, we distributed a reprint of a memo from the Los Angeles County Recorder/Registrar regarding changes in recording procedures effective July 1, 2004. Attached to that memo was a sample of a form that was for optional use.

The Recorder has changed their policy once again and the use of this form is MANDATORY and the policy went into effect immediately. Attached, please find a copy of the Recorder's revised drop off instructions as well as another sample of the recording request. It is not necessary to submit the drop off instruction in duplicate as per the previous policy.

Since there is such short notice, we will complete the drop off instruction without charge through July 16, 2004. Any documents submitted to the Recorder after this date may incur a document preparation charge.

COURIER SERVICE DROP-OFF INSTRUCTIONS

PLEASE FOLLOW INSTRUCTIONS BELOW IN ORDER TO PROCESS THE DROP-OFF:

- 1. Make sure all checks are secured to the corresponding document(s) by having them stapled together and securely bind set of documents.
(NOTE: Do not submit CASH.)**
- 2. Attach Courier Service Recording Request form to each original "Buck"/Instruction Slip and any other Cover/Transmittal Letter.
(NOTE: Also, provide copy of the latter slip and any other letter.)**
- 3. Each Courier Service Recording Request form must have the following information in which all must be legibly printed:**
 - a) Firm/Name**
 - b) Mailing Address and phone number**
 - c) Mark either "PICK-UP" or "MAIL" in regards to the certified and/or conformed copy(ies) and any other transaction.**
 - d) Indicate SPECIAL INSTRUCTIONS (i.e., Incomplete or incorrect Preliminary Change of Ownership Report, charge additional fee; Record in order as indicated by yellow post-it; Will pay at the time of pick-up; Provide separate receipts; etc.)**
 - e) Indicate the total number of documents.**
 - f) Indicate the total amount of checks and/or "not to exceed" amount.**
 - g) Specify which document requires certified and/or conformed copy.**
- 4. Courier Service Representative *DATE AND TIME STAMP* the "SET":**
 - a) Courier Service Request form**
 - b) Original "Buck"/Instruction Slip and Cover/Transmittal Letter (OPTIONAL)**
 - c) Copy of "Buck"/Instruction Slip and Cover/Transmittal Letter
(NOTE: Once the copy is stamped, retain it for your record.)**
- 5. Place Drop-Off in the clear, plastic folder identified by "CS - #".**
- 6. Complete Courier Service Log Sheet.**
- 7. Submit to Window C.**

Your cooperation is gratefully appreciated. Thank you.



**COURIER SERVICE
RECORDING REQUEST**

DATE/TIME STAMP

PLEASE PRINT LEGIBLY

FIRM/CLIENT NAME ABSOLUTE SERVICE OF LOS ANGELES

MAILING ADDRESS 1301 W. SECOND STREET, SUITE 204

CITY LOS ANGELES **STATE** CA **ZIP CODE** 90026

TELEPHONE NUMBER (213) 481-7334

PLEASE CHECK: PICK UP **MAIL BACK**

FILING INSTRUCTIONS
(INDICATE ANY AND ALL SPECIAL INSTRUCTIONS BELOW)

NUMBER OF DOCS: _____ **AMOUNT ENCLOSED \$** _____

CONFORMED or CERTIFIED REQUESTED: **All**

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |