

## **INSTRUCTIONS FOR TRANSFERRING YOUR GROUND SUBLEASE INTO TRUST**

In University Hills, a homeowner holds Title in their Property (the home) and the Ground Sublease Interest (the land). Whenever changes are made to Title, those changes should be recorded for both the property and the ground sublease interest. Traditionally, an attorney will help navigate the Title change.

Once a property has been transferred to Trust, an Assignment of Ground Sublease to Trust form is completed to transfer the interest in the land. Please note the following steps to transfer a homeowner's interest in the land to Trust:

1. Contact ICHA to request the required forms:
  - a. "ASSIGNMENT OF GROUND SUBLEASE TO TRUST" form and
  - b. County of Orange Preliminary Change of Ownership Form BOE-502-A
2. In order to correctly complete the trust transfer form, refer to the current recorded Memorandum (or Assignment) of Ground Sublease. (If the homeowner cannot find their original recorded Memorandum/Assignment of Ground Sublease, they may request a copy from ICHA).
3. Sign the completed forms. Signatures on the trust transfer form must be notarized.
4. Provide the completed Assignment of Ground Sublease to Trust form with original notarized signatures and the signed Preliminary Change of Ownership form, along with a check payable to ICHA in the amount of \$100 for recording and administrative fees.
5. ICHA will sign correctly completed forms and forward to the County of Orange for recording.
6. ICHA typically receives the recorded document within approximately 3-4 weeks. Once received, ICHA will mail the original recorded document to the homeowner. Upon request a copy may be mailed to the homeowner's attorney.
7. ICHA requests a copy of the recorded Deed placing the property into trust for file.

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