

# Deed Preparation Request Form

**Seller Information:**

Name: \_\_\_\_\_ Marital Status \_\_\_\_\_

Address (After Sale) \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Buyer Information:**

Name: \_\_\_\_\_ Marital Status \_\_\_\_\_

Address (After Sale) \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ How will buyers take title? SOLE JOINT TEN. TEN. COMMON ENTIRETY

Address of property being sold: \_\_\_\_\_

Parcel number(s) of property being sold: \_\_\_\_\_

Lot size of property being sold: \_\_\_\_\_

Will property being buyer's principal residence? \_\_\_\_\_

Was property advertised for sale? \_\_\_\_\_

**Identify only the items that apply to this sale:**

- A. \_\_\_\_\_ Fulfillment of installment contract  
Year contracted initiated: \_\_\_\_\_
- B. \_\_\_\_\_ Sale between related individuals or cop. affiliates
- C. \_\_\_\_\_ Transfer of less than 100 percent interest
- D. \_\_\_\_\_ Court-ordered sale
- E. \_\_\_\_\_ Sale in lieu of foreclosure
- F. \_\_\_\_\_ Condemnation
- G. \_\_\_\_\_ Short Sale
- H. \_\_\_\_\_ Bank REO (real estate owned)
- I. \_\_\_\_\_ Auction Sale
- J. \_\_\_\_\_ Seller/buyer is a relocation company
- K. \_\_\_\_\_ Seller/buyer is a financial institution/govt. agency
- L. \_\_\_\_\_ Buyer is a real estate investment trust
- M. \_\_\_\_\_ Buyer is a pension fund
- N. \_\_\_\_\_ Buyer is an adjacent property owner
- O. \_\_\_\_\_ Buyer is exercising an option to purchase
- P. \_\_\_\_\_ Trade of property (simultaneous)
- Q. \_\_\_\_\_ Sale-leaseback
- R. \_\_\_\_\_ Other (Specify) \_\_\_\_\_
- S. \_\_\_\_\_ Homestead exemptions on most recent tax bill:
  - 1. General/Alternative \$ \_\_\_\_\_
  - 2. Senior Citizens \$ \_\_\_\_\_
  - 3. Senior Citizens Assessment Freeze \$ \_\_\_\_\_

**Identify property's current & intended primary use:**

	Current	Intended	(Mark with X)
A.	_____	_____	Vacant Land/Lot
B.	_____	_____	Residence
C.	_____	_____	Mobile Home Residence
D.	_____	_____	Apartment Building (6 units or less) No. of units _____
E.	_____	_____	Apartment Building (Over 6 units) No. of units _____
F.	_____	_____	Office
G.	_____	_____	Retail Establishment
H.	_____	_____	Commercial Bldg (*Specify)
I.	_____	_____	Industrial Building
J.	_____	_____	Farm
K.	_____	_____	Other (*Specify)

\*Specify Use: \_\_\_\_\_  
\_\_\_\_\_

Identify any significant changes in the property since January 1 of the previous year: \_\_\_ Demolition/damage \_\_\_ Additions  
\_\_\_ Major remodeling \_\_\_ New construction \_\_\_ Other (specify) \_\_\_\_\_ Date of change: \_\_\_/\_\_\_/\_\_\_

Purchase price: \$ \_\_\_\_\_ Will buyer assume an existing mortgage? \_\_\_\_\_  
Amount of personal property included in sale: \$ \_\_\_\_\_ (Must specify if more than 5% of purchase price)

Mail future tax bills to: \_\_\_\_\_  
Brief Legal Description: \_\_\_\_\_  
Commitment No.: \_\_\_\_\_ Preparer: \_\_\_\_\_