



DOCUMENT REQUEST FORM

Please complete form and

Email to: orders@deedpro.com or Fax to: 702-991-2919

Step 1 – Contact Information

Company name: _____

Contact: _____

Date: _____

Address: _____

Number of pages (including cover) _____

City/State/Zip: _____

Phone: (____) ____ - _____

Email (required): _____

Fax: (____) ____ - _____

Step 2 – ORDERING INFORMATION

Note: Processing time does not start until all required information to complete your request has been received and verified. All 1 Business Day and Same Day Requests please call before ordering.

Document Requested: (check one)

QUITCLAIM DEED GRANT, BARGAIN, SALE DEED

WARRANTY DEED OTHER: _____

Deed Preparation: (check one) ___ Yes ___ No

Research Requested: (check one) ___ Yes ___ No

Recording Requested: (check one) ___ Yes ___ No

Form Completion Requested (check one) ___ Yes ___ No

Document Processing Time Upgrade (Next Business Days is our standard processing time once all information has been received to process your document.)

Please check one if you want to reduce your wait time: ___ Same Day Processing \$10 additional fee
 ___ 3 Hour Processing \$30 additional fee
 ___ 1 Hour Processing \$50 additional fee

Consideration/Sale Price: _____

Balance of any outstanding Mortgage: _____

Return Documents for signing by: (check one) ___ Standard U.S. MAIL ___ OVERNIGHT (extra charge) ___ E-MAIL (PDF format)

Send Recorded Documents to: (check one) ___ New Owner OTHER: _____

Send Tax Statements to: (circle one) ___ New Owner OTHER: _____

Step 3 - PROPERTY INFORMATION

Property Type: (check one) ___ Timeshare ___ House (single family) ___ Vacant Lot ___ Other : _____

PIN, APN, PARCEL or TAX ID No.: _____

Property Street Address (if known): _____

State: _____ County: _____ City: _____ Zip: _____

Step 4 - CURRENT OWNER(S)

OWNER/GRANTOR 1: _____

OWNER/GRANTOR 2: _____

OWNER/GRANTOR 3: _____

Mailing Address: _____

Phone Number: _____

Current Marital Status of Owner 1: (check one if applicable) SINGLE MARRIED DIVORCED WIDOW or WIDOWER

Current Marital Status of Owner 2: (check one if applicable) SINGLE MARRIED DIVORCED WIDOW or WIDOWER

Current Marital Status of Owner 3: (check one if applicable) SINGLE MARRIED DIVORCED WIDOW or WIDOWER

Grantor relationship to Grantee. If none please state none: _____

Step 5 - PROPOSED OWNER(S)

OWNER/GRANTEE 1: _____

OWNER/GRANTEE 2: _____

OWNER/GRANTEE 3: _____

Mailing Address: _____

Phone Number: _____

Current Marital Status of Owner 1: (check one if applicable) SINGLE MARRIED DIVORCED WIDOW or WIDOWER

Current Marital Status of Owner 2: (check one if applicable) SINGLE MARRIED DIVORCED WIDOW or WIDOWER

Current Marital Status of Owner 3: (check one if applicable) SINGLE MARRIED DIVORCED WIDOW or WIDOWER

Vesting Options: (check one) COMMUNITY PROPERTY JOINT TENANCY TENANTS IN COMMON TENANTS BY THE ENTIRETY SOLE & SEPARATE PROPERTY

If the Grantor or Grantee is:	A TRUST	A CORPORATION OR GENERAL PARTNERSHIP	A LIMITED PARTNERSHIP	AN ESTATE
Please provide the following:	Trustee Names, Trust Name, Trust Date (if AZ property, also Name & Address of Current Beneficiary)	State of Formation	State of Formation, Name of General Partner	Name of administrator or executor, Name of decedent

Please tell us briefly about your situation or any special instructions we should be aware of →