



# 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
<b>Please provide the following:</b>	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 →