

## Deed Questionnaire

- Type of deed being requested (if any or known):
- Grantor(s) information (person(s) or entity transferring property):
  - Names(s)
  - Marital status
  - Address
  - If it's an heirship or dealing with a deceased individual- Name of decedent
  - If you went through courts (case number)
  - If married- spouses name
- Amount paid for the transfer of property
- Grantee(s) information (person(s) or entity receiving property):
  - Name(s)
  - Marital status
  - Address
- Address of property(s) being transferred (if unknown- need parcel or name of individuals on property and city where property is located)
- If this is a correction:
  - Need information from deed being corrected.
  - Need to know what is being corrected and why.
  - Instrument number of document being corrected.
- Requesting a tax compliance (additional fees may vary depending on amount of transfer for property)
  - Yes:
    - Need name and address where you want tax statements sent to.
  - No: No information is needed.