

## Deed Information Questionnaire

Seller's/Transferor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Buyer's/Transferee's name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Mailing address of property to be transferred (include county): \_\_\_\_\_

Legal description of property to be transferred: \_\_\_\_\_ (attach copy if available)

Square Footage/Acreage: \_\_\_\_\_

Condo unit number if applicable: \_\_\_\_\_

Type of transfer:

- Ordinary sale
- Inheritance
- Gift
- Foreclosure
- Tax sale
- Confirmatory deed.
- Other

Purchase Price/Consideration \$ \_\_\_\_\_

Residential or  Non-Residential

Is the property being conveyed only a part of an existing property?  Yes  No

List all improvements being conveyed: \_\_\_\_\_

In whose name is the property now titled?

Name: \_\_\_\_\_ Address and Phone Number: \_\_\_\_\_

Relationship to other owners: \_\_\_\_\_

How was ownership acquired?: \_\_\_\_\_ Form of

Ownership (joint tenant, fee simple, tenant by entireties, life estate, etc.)

Name: \_\_\_\_\_ Address and Phone Number: \_\_\_\_\_  
Relationship to other owners: \_\_\_\_\_  
How was ownership acquired?: \_\_\_\_\_ Form of  
Ownership (joint tenant, fee simple, tenant by entireties, life estate, etc.)

Name: \_\_\_\_\_ Address and Phone Number: \_\_\_\_\_  
Relationship to other owners: \_\_\_\_\_  
How was ownership acquired?: \_\_\_\_\_ Form of  
Ownership (joint tenant, fee simple, tenant by entireties, life estate, etc.)

Describe any warranties to be made regarding the property: \_\_\_\_\_

Do you know of anyone who has a future interest of ownership?  Yes  No If yes,  
describe: \_\_\_\_\_

Are there any rights of way/easements on the property?  Yes  No If yes, describe:  
\_\_\_\_\_

Who is to pay fees associated with transfer (transfer tax/recording fee)? \_\_\_\_\_

List all existing mortgages on property:

Mortgage Holder and Address	Amount	Term	Balance Remaining	Party Responsible After Transfer

List all existing claims on property:

Claim Holder and Address	Amount	Type of Claim	Legal Action Taken	Party Responsible After Transfer

Has a survey been conducted?  Yes  No

Name, firm, address, and telephone number of the person to contact if the clerk's office,  
or finance office has any questions about the transaction.

\_\_\_\_\_  
\_\_\_\_\_