

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.)

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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.

