



DEED PREPARATION INTAKE FORM

\$200

Cash/Check Electronic Payment Received from Realtor/Attorney **** (See Below)**

Current Owner(s)/Grantor(s): _____

Spouse(s) Name(s): _____

Current Address: _____

Phone No.: _____

Email Address: _____

PROPERTY TO BE CONVEYED TO:

Buyer(s)/Grantee(s): _____

Current Address: _____

Phone No.: _____

Email Address: _____

Property Address: _____

Parcel No(s): _____

Consideration Amount: _____

If \$0.00, why? _____

Additional Information: _____

**** Bill To:**

Name: _____

Address: _____

Contact No.: _____

File WILL NOT be set up without:

1. Completed Deed Prep intake form
 - a. Property Street & City
 - b. Consideration Amount
 - c. OH/KY- Grantor/Seller Marital Status
 - d. WV- Tax Parcel Number(s)/ Tax Ticket(s)
2. Prepayment (\$200) or proof of prior approval for no prepayment
3. LSOT- Last Recorded Deed with recording stamp (even if new survey)

File#: _____