

DOCUMENT PREPARATION REQUEST AND INFORMATION SHEET

INSTRUCTIONS:

Please complete this form in its entirety. All Parties must: (1) Review ALL information provided, (2) Read the DISCLAIMER in full, and (3) Sign on Page Two. A copy of the completed document must be faxed to (414) 210-4482 or email to rjacobi@frontiertitlellc.com and orders@frontiertitlellc.com.

1. What is the Frontier Title file no. associated with this request? _____

2. What type of document is being requested?

(e.g. Quit Claim Deed; Trustee's Deed; Termination of Decedent's Interest; Designation of TOD Beneficiary):

3. What is the reason for the request?

(e.g. Marriage, Divorce, Buyout, Gift, Add/Remove Party, Lender Request):

4. What is the address of the property to be transferred? _____

5. What is the Tax Key Number (or Parcel Identification Number) for the property to be transferred? _____

6. County Transfer Return Information – **MUST BE COMPLETED IN FULL FOR ALL PARTIES!!!**

(Note: An additional sheet may be attached if more space is required.)

Name: _____

Address: _____

SSN/FEIN: _____

Phone No.: _____

Marital Status: _____

Name: _____

Address: _____

SSN/FEIN: _____

Phone No.: _____

Marital Status: _____

Name: _____

Address: _____

SSN/FEIN: _____

Phone No.: _____

Marital Status: _____

7. Who is the deed from? (Grantor(s)): _____

8. Who is the deed to? (Grantee(s)): _____

9. How will Grantee(s) hold the property?

(e.g. Tenants in Common; Joint Tenants with Right of Survivorship; Marital Property; Survivorship Marital Property)

10. Is this currently the homestead property for the Grantor(s)? YES _____ NO _____

11. Will this be homestead property for the Grantee(s)? YES _____ NO _____

12. Are Grantor(s) and Grantee(s) related in any way YES _____ NO _____

(including corporate entities)?

If "YES", please explain: _____

13. What is the total Market Value of the real estate to be transferred?

(Please round up to the nearest \$100):

\$ _____

(Note: If no amount is given, the value assessed by the relevant county will be used.)

14. What percentage of Grantor's interest is being transferred? Full _____ Partial _____

If "Partial", what percent is being transferred? _____%

15. What type of property is being transferred? (please check one box):

_____ Single-Family Residential

☐ Multi-Family Residential (if "Multi-Family", how many units?)
☐ Condominium
☐ Commercial
☐ Agriculture
☐ Vacant land
☐ Other (IF "Other", please explain): _____

16. How many acres does this property contain? _____
 (Please round to the nearest 0.1 acres. If the amount is unknown, please write "Not Sure".)

17. Does the property abut water? YES _____ NO _____

18. Are there any liens against the property? YES _____ NO _____
 (e.g., Mortgages, Home Equity Lines of Credit, Docketed Judgments, Mechanic's Liens)
 IF "YES", please explain: _____

DISCLAIMER:

Frontier Title & Closing Services, LLC ("the Company") will prepare the requested document and complete any relevant real estate transfer return documents, including the calculation of any real estate transfer fee, based SOLELY upon the information provided by Grantor(s) and Grantee(s). The Company CANNOT PROVIDE LEGAL ADVICE NOR TAX ADVICE. Any service, correspondence or communication, whether in person, telephonically, or electronically, including the drafting of any transfer documents, shall not create, nor shall be construed to create, an attorney-client relationship. By signing this DOCUMENT PREPARATION AND INFORMATION SHEET, Grantor(s) and Grantee(s) hereby acknowledge and agree that the Company and its counsel: (1) HAVE NOT represented Grantor(s) nor Grantee(s) in any way in connection with the transfer; and (2) HAVE NOT rendered legal advice to Grantor(s) nor Grantee(s) in relation thereto. Grantor(s) and Grantee(s) are advised to seek the advice of independent legal counsel and tax counsel at their sole cost and expense as to the legal consequences or effects of any transfer and to address any other questions or concerns any party may have prior to the transfer, and have had the opportunity to do so. Grantor(s) and Grantee(s) agree to hold the Company harmless for any additional fees if the Register of Deeds determines: (1) the transaction is not exempt from real estate transfer fees; (2) the fee should be calculated based on a higher "value"; or (3) the documents are determined to be unrecordable for reasons beyond the Company's control. The Company reserves the right to refuse any request by the Parties as allowed by law. Upon signing this DOCUMENT PREPARATION REQUEST AND INFORMATION SHEET, Grantor(s) and Grantee(s) agree to pay the Company its full fee for document preparation services regardless of whether the transfer is, in fact, finalized.

The undersigned hereby acknowledge that they have read the DISCLAIMER, above, in full and agree to all terms and conditions as set forth therein and confirm that all information provided to the Company is true and correct.

Date: _____

X _____ X _____

X _____ X _____