[This document appears if you request that LegalZoom prepare a deed transferring real property into your Trust]

For assistance, call Customer Service at 702-940-2550, or toll-free at 866-486-5500.

Document Request Form

Fax to: 702-920-8687

A copy of the last recorded vesting deed is required along with this form to complete your request.

LEGALZOOM-This order must include a copy of the last recorded deed, NOT DEED OF TRUST

CONTACT INFORMATION

LegalZoom Order # : ############-#-#

Contact : **John Doe**

Address: **100 Main Street**

City/State/Zip: **[CITY], [STATE] [ZIP]**

E-mail: **johndoe@legalzoom.com**

Date:

Number of Pages (Including Cover Page):

Phone: **(555) 555-5555**

Fax:

ORDERING INFORMATION

Document Requested: (check one)

- [X] QUITCLAIM DEED
- [ ] GRANT, BARGAIN, SALE DEED
- [ ] WARRANTY DEED
- [ ] OTHER:

Type of Service Requested: (check one)

- [ ] ONE DAY
- [ ] TWO DAY
- [X] STANDARD

Prepare Homestead: (check one) [ ] YES [X] NO

Recording Requested: (check one) [X] YES [ ] NO

Consideration/Sale Price: N/A (if no money is used for this exchange, mar as N/A)

Return Documents for signing by: (check one) [ ] REGULAR U.S. MAIL [ ] OVERNIGHT (extra charge) [ ] E-MAIL (PDF format) [ ] CALL TO SCHEDULE OFFICE NOTARY

Send Recorded Documents to: (check one) [ ] GRANTEE [ ] OTHER:

Send Tax Statements to: (check one) [ ] GRANTEE [ ] OTHER:

PROPERTY INFORMATION

Property Type: (check one) [ ] TIMESHARE [ ] HOUSE (single family) [ ] VACANT LOT [ ] OTHER:

Property Address: **100 Main Street** (Street (if vacant lot, write "vacant")) **[CITY]** (City) **[STATE]** (State) **[ZIP]** (ZIP)

PIN, APN, Parcel or Tax I.D. No.: County:

Resort Name (If Timeshare):

Resort Address (If Timeshare):

HOA Name & Address (If Timeshare):

Are Maintenance Fees & Taxes Paid & Current? [ ] YES [ ] NO: (Both must be current. If needed, call resort to verify)

OFFICE USE ONLY:	DATE:	BOOK:	PAGE:	INST. NO.:

For Office Use Only:

D1: RCH: EM US

D2: RCF:

RF: ABF:

T: FRM: EM US

O: N A W P PDF

RSF: EX: N D F

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CURRENT OWNER(S)

OWNER/GRANTOR 1 : **John Doe**

OWNER/GRANTOR 2: **Jane Doe**

OWNER/GRANTOR 3:

Mailing Address: **100 Main Street, [CITY], [STATE] [ZIP]**

Phone Number:

Current Marital Status of Owner 1: (check one if applicable) ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOW or WIDOWER

Current Marital Status of Owner 2: (check one if applicable) ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOW or WIDOWER

Current Marital Status of Owner 3: (check one if applicable) ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOW or WIDOWER

Grantor relationship to Grantee, if any: Grantor and Trustee of Revocable Living Trust

PROPOSED OWNER(S)

OWNER/GRANTEE : **John Doe and Jane Doe, as Trustees of**

The John Doe and Jane Doe Joint Living Trust,

dated

(This is the date your trust was signed and notarized. Leave this line blank if you have not executed your trust.)

Mailing Address: **100 Main Street, [CITY], [STATE] [ZIP]**

Phone Number:

Current Marital Status of Owner 1: (check one if applicable) ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOW or WIDOWER

Current Marital Status of Owner 2: (check one if applicable) ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOW or WIDOWER

Vesting Options: (check one) ☐ COMMUNITY PROPERTY ☒ N/A ☐ JOINT TENANCY ☐ TENANTS IN COMMON ☐ TENANTS BY THE ENTIRETY ☐ SOLE & SEPARATE PROPERTY

CLIENT SIGNATURE: **I have reviewed this form and acknowledge that it is correct to the best of my knowledge.**

John Doe

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Changing the title of your property into the name of your trust is a 4 Step Process. Your property is not titled in the name of your trust until all 4 steps are completed.

Please read through all of the information provided and call us with any questions before filling out the forms.

STEP 1 - ITEMS TO SEND TO US:

Complete the information on the following pages and either **fax** it to us at **1-702-920-8687** using the "Document Request Form" as your cover page or mail all information to us at:

uDeed, LLC
9041 South Pecos Rd., Suite 3900
Henderson NV 89074

1. The Scope of Representation Letter signed.
2. The Document Request Form completed* and signed.
   *On page two of the Document Request Form please insert the date your trust was signed and notarized under the Proposed Owner section where indicated. If you have not signed and notarized the trust, leave this line blank.
3. A copy of the Last Recorded Deed (NOT DEED OF TRUST). If you are unable to send us a copy of the most current deed, or if the copy provided does not provide sufficient information, we will research this information for you.
4. If a current owner is deceased, please send a copy of his or her Death Certificate. Additional documents and/or fees may be required to remove the deceased owner from title to the property. You will be contacted for approval if additional documents and/or fees are required before we proceed with your order.

STEP 2 – DOCUMENT RECEIPT AND PREPARATION

Once this packet is returned to our office, your order will be assigned to a deed specialist and a confirmation email will be sent to you. To ensure that you are able to receive your confirmation email, please check the following:

1. Please be sure your email address is correct on the document request form.
2. Please ensure that your email settings are set to allow emails from orders@udeed.com.
3. If you do not receive an email confirmation within 2 business days for faxed orders or 5 business days for mailed orders, please contact our office at 866-486-5500.
4. Our deed specialists will then create a new deed and any state/county forms that are necessary to transfer your property into the name of the trust. You will be contacted if any additional information is required.

STEP 3 – DOCUMENT DELIVERY AND SIGNATURE

This new deed will be delivered to you via email, US Mail or Overnight Delivery (additional charges will apply), as indicated by you on the Document Request Form. This deed must be signed in front of a notary.

STEP 4 – RECORDATION OF YOUR DOCUMENT

Simply return all of the originally signed documents/forms back to our office at the address above. We will review the signed documents for accuracy and completeness and then forward them to the appropriate County Office for recordation.

The recorded original deed will be forwarded to your attention. Please note that turnaround time for County Recording Offices varies widely. Typically, recording can take 4-8 weeks, but some counties can run 6 months or more to return recorded documents. Please allow 8 weeks before contacting our office for status.

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HANSEN LAW OFFICES, LTD.

SCOPE OF REPRESENTATION

This is to confirm that you have retained our firm to assist you with the completion of legal instruments you have chosen. We would like to take this time to clarify our role in this process.

Our engagement is limited to the completion of the documents you have chosen based on information which you or your agents have furnished to us, or which has been furnished to us by title companies, uDeed, LLC or information secured from public records. Our engagement is limited to assuring that the documents you have chosen are in the **proper form for the jurisdiction** in which they are to be recorded and that the instruments, when recorded or filed, will substantially accomplish their stated purpose.

In connection with the preparation of these documents we are not performing an examination of title, we do not guarantee title, and are not giving advice with respect to the suitability of the transaction to your circumstances. Transactions involving real property can involve tax, estate planning, family planning and other considerations. We are not giving advice with regard to any of these matters. Our document preparation service includes a review of your answers for completeness, spelling and grammar, as well as internal consistency of names, addresses and the like. At no time do we review your answers for legal sufficiency, draw legal conclusions, provide legal advice or apply the law to the facts of your particular situation. **This service is not a substitute for the advice of an attorney.** This letter represents a binding contract, which limits our obligations to you. By signing either this Scope of Representation or the documents, you accept the terms of our limited engagement as outlined above. If you wish advice with respect to this letter or anything mentioned in this letter or any documents, which we prepare, including, without limitation, legal advice involving tax, estate planning and business impacts, you should contact us or should consult with an attorney of your choice.

You agree to cooperate with us in performing our services by furnishing requested information and by executing correcting documents if required. You authorize us to disclose information that we may learn during our representation to lenders, title companies, escrow agents and uDeed, LLC and authorize those companies to provide information to us and authorize us to rely on such information.

We are unaware of any conflict of interest associated with this representation. If we determine in the future that a conflict of interest exists by virtue of our representation we may be precluded from continuing to represent you and we reserve the right to withdraw from this representation in that event. In such a case, we will make a good faith effort to assist you in obtaining new counsel. Similarly, if in the future, you become aware of any facts that suggest the existence of a conflict of interest, you must promptly bring the conflict to our attention.

We contemplate using the services of uDeed, LLC to assist in the preparation of deeds and other documents, in gathering the information needed to prepare such deeds and other documents, and for related administrative tasks in connection with our representation. Attorney(s) licensed in the state where the property is located have approved the form of the referenced document(s).

This agreement is entered into under, and governed by, the laws of the state of Nevada, without regard to its conflicts of law provisions, and contains the entire understanding and agreement of the parties. Any changes to the terms of this agreement must be in writing.

Agreed to and accepted this _____ day of _____, 20____

_____
Representative Signature

John Doe
_____
Representative Name Printed or Typed

9041 South Pecos Road, Suite 3900, Henderson, NV 89074
Telephone: 866-486-5500 • Fax: 702-920-8687
Email: orders@udeed.com • Web: www.udeed.com

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