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 **1-702-991-2910** 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 Services Letter signed.
2. The Document Request Form completed* and signed.
   *On page two of the Document Request Form please complete the date your trust was signed and notarized under the Proposed Owner section. 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 joint owner is deceased, please send a copy of their Death Certificate; **however if all current owners are deceased you will need to seek legal advice as UDEED will be unable to assist in that situation.** Please note additional document or recording fees may apply to remove a deceased co-owner from title. You will be contacted for approval if additional fees apply 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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SCOPE OF SERVICES

LegalZoom's real estate deed preparation is provided by uDeed, LLC ("uDeed") and, if necessary, a law firm licensed in your state (the "Firm"). LegalZoom.com, Inc. ("LegalZoom") is not a party to this agreement. In some states, real estate deed preparation requires the services of a licensed attorney or law firm. If your property is located in such a state, the deed preparation service will be provided by Firm. If your property is not located in such a state, the deed preparation service may be performed by Firm or uDeed. The entity responsible for preparing your deed will be referred herein as the "Preparer." In no event will LegalZoom perform the real estate preparation service. By signing below, you agree to the Limited Engagement of uDeed and, if applicable, Firm according to the terms set forth below:

Scope of Service. Preparer's engagement is limited to (i) examination of your submitted property and legal description, (ii) preparation of the requested transfer deed, (iii) assuring that the documents you have chosen are in the proper form for the jurisdiction in which they are to be recorded, and (iv) recording the new real estate transfer deed (collectively, the "Services"). Preparer will base the examination and preparation of the deed on information furnished by title companies, public records, or provided by you directly to Firm, uDeed, or through LegalZoom. Once your new deed is recorded or filed, your engagement of the Preparer will cease and Preparer will not be obligated to perform any additional services in connection with this order.

Please note, your order does **not** engage Preparer to perform all services associated with a real estate deed transfer. Specifically, Preparer is not performing an examination of title. Preparer does not guarantee title, and Preparer is 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. Preparer is not giving advice with regard to any of these matters. This Services described above are not a substitute for the advice of an attorney.

You agree to cooperate with the Preparer in performing the Services by furnishing requested information and by executing correcting documents, if required. You authorize (i) Preparer to disclose information that it may learn during its representation to lenders, title companies, escrow agents and LegalZoom (ii) those companies to provide information to Preparer and (iii) Preparer to rely on such information.

Since the Preparer has not examined your submitted information at the time you placed the order, not all deed requests submitted on the LegalZoom website will be prepared. If the Preparer is unable to prepare the deed requested, you will be contacted by a customer service representative and your purchase price may be refunded or you will be connected with a service provider able to better perform the Services.

Assignment and Delegation. Where allowed by applicable law, Firm may assign or delegate certain aspects of the Services to uDeed. The services performed by uDeed include a review of your answers for completeness, spelling and grammar, as well as internal consistency of names and addresses. At no time does uDeed review your answers for legal sufficiency, draw legal conclusions, provide legal advice or apply the law to the facts of your particular situation.

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LegalZoom. By signing below, you acknowledge that LegalZoom is not a party to this agreement, and will not prepare the real estate preparation service you have selected. You further authorize LegalZoom to deliver the information you provided on its website to uDeed and the Firm for the purpose of performing the Services. In addition to this Limited Engagement, your purchase on the LegalZoom website is governed by the applicable LegalZoom terms, including its Satisfaction Guarantee, Terms of Service, Terms of Use, and User Agreement (provided at checkout). LegalZoom does not give you any legal advice, opinion, or recommendation about your legal rights, remedies, defenses, options, selection of forms, or strategies. LegalZoom is not responsible for Firm or uDeed's provision of the Services.

Engagement and Conflict. This Limited Engagement represents a binding contract, which limits the Preparer's obligations to you. If you want advice with respect to this letter or anything mentioned in this Limited Engagement or any documents which the Preparer prepares, including, without limitation, legal advice involving tax, estate planning and business impacts, you should consult with an attorney. If the Preparer determines that a conflict of interest exists by virtue of their representation, Preparer may be precluded from continuing to represent you and Preparer reserves the right to withdraw from this representation in that event. In such a case, the Preparer will make a good faith effort to assist you in obtaining new counsel. Similarly, if you become aware of any facts that suggest the existence of a conflict of interest, you must promptly bring the conflict to the Preparer's attention.

General. This agreement is 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. For more information about uDeed's services or about the Preparer in your state, please contact uDeed directly.

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

_____
Signature

Test Test
_____
Name Printed or Typed

9041 South Pecos Road, Suite 3900, Henderson, NV 89074
Telephone: 866-486-5500 • Fax: 702-991-2910
Email: orders@udeed.com • Web www.udeed.com

[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: 702-991-2910

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 # **: 509528479/34541505**

Contact : **Test Test** Date:

Address: **123 Main Street** Number of Pages (Including Cover Page):

City/State/Zip: **Anytown, Anystate 12345** Phone:

E-mail: **test@legalzoom.com** Fax:

ORDERING INFORMATION

Document Requested: (check one)

☒ QUITCLAIM DEED ☐ GRANT, BARGAIN, SALE DEED

☐ WARRANTY DEED ☐ OTHER:

Type of Service Requested: (check one)

☐ ONE DAY ☐ TWO DAY ☒ STANDARD

Prepare Homestead: (check one) ☐ YES ☒ NO

Recording Requested: (check one) ☒ 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: **123 Main Street, Anytown, Anystate 12345**

Street (if vacant lot, write "vacant") City State 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

SAMPLE

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CURRENT OWNER(S)

OWNER/GRANTOR 1 : **John Doe**

OWNER/GRANTOR 2: **Jane Doe**

OWNER/GRANTOR 3: _____

Mailing Address: **123 Main Street, Anytown, Anystate 12345**

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**

Doe Family 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: **123 Main Street, Anytown, Anystate 12345**

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 ☐ JOINT TENANCY ☐ TENANTS IN COMMON ☐ TENANTS BY THE ENTIRETY ☐ SOLE & SEPARATE PROPERTY

☒ N/A

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

Test Test

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These are sample documents only. Your answers to the LegalZoom questionnaire have not been applied to these sample documents so they are not fit for use. Actual content may vary based on your answers to the LegalZoom questionnaire.

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