

WILLS, TRUSTS & PROBATE | REAL ESTATE  
 ELDER LAW & ASSET PROTECTION

STEVEN W. LEDBETTER, ESQ.

## Real Estate Deed Order Form

Please complete this form, sign & deliver it to our office with your payment (mail / fax / email to info@LedbetterLawFL.com). Our office will contact you upon receipt to confirm your order, request any additional information that may be necessary, and coordinate the signing and/or delivery of the document(s).

**Select Type of Deed and Type of Service:** (check the appropriate box)

<u>Type of Deed:</u>	<b>Standard Service</b> <i>(1 week turnaround)</i>	<b>Express Service</b> <i>(1 day turnaround)</i>
Warranty Deed	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$350.00
Warranty Deed in/out of Trust	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$450.00
Enhanced Life Estate (a/k/a Ladybird Deed)	<input type="checkbox"/> \$650.00	<input type="checkbox"/> \$750.00

Our service includes: 1) preparation of above referenced legal document; 2) an office appointment for the signing and execution of the document so as to comply with Florida law or preparation of complete instructions for execution at your convenience; 3) notary services, as applicable; & 4) filing the deed in the Official Records of the appropriate county. Additional legal services are offered at hourly & flat fee rates upon signing of a formal engagement agreement; please call to inquire further.

**Additional Costs:** Our firm collects \$35.00 to cover the following additional costs that are present in a typical transfer:

- Clerk of Court Filing Fees;
- Minimum Florida Department of Revenue Document Stamp Taxes; &
- Regular USPS postage expenses.

**Property Information:**

Address: \_\_\_\_\_

Parcel No. (if available): \_\_\_\_\_

Copy of the current deed attached?  YES  NO    Copy of the Trust attached (if applicable)?  YES  NO

Grantee (i.e., Recipient) Name: \_\_\_\_\_

Grantee Marital Status/Trust Information: \_\_\_\_\_

Grantee Mailing Address: \_\_\_\_\_

**Manner in which title will be held:**(check the appropriate box)

husband and wife     tenants in common     Joint tenants with rights of survivorship     by the Trust

LLC: \_\_\_\_\_     Corporation: \_\_\_\_\_

Life Estate – Remaindermen: \_\_\_\_\_

**Mortgage Information:**

Current mortgage:  YES or  NO - If YES, current outstanding principal balance = \$ \_\_\_\_\_

\*\*\*Note: Should your property have a mortgage against it or other consideration (\$\$) is involved in the transaction, a separate computation for Document Stamp Taxes must be calculated for taxes due to the FL Dept. of Revenue.

**Your Contact Information:**

Name: \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Additional Information or Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Scope of Representation:** *The undersigned hereby acknowledges the work undertaken and representation hereunder is limited. Title to the real property conveyed has not been examined by an attorney and no advice has been given regarding tax consequences of this transfer, including gift, estate and income taxes. No representation or advice has been given regarding any owner's association requirements, marital law, creditors rights, or estate planning considerations. Documents have been prepared based only on information provided by the client, and the Firm is not responsible for representation or guarantee of the work performed in the event of an audit by the Florida Department of Revenue or the Internal Revenue Service or a challenge to the transfer based upon fraudulent conveyance claims.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

