



Deed Preparation Worksheet

1. Document Type: _____ County _____ State _____

2. Property Address:

Street _____

City _____ State _____ Zip _____

Assessor's Parcel Number _____

3. Document Return Address and Tax Statement Mailing Address:

Name _____

Address _____

City _____ State _____ Zip _____

4. Grantor (Seller)*:

Trust : Please list the name of the trust ,
notary date and trustees.
LLC: please list the state of
incorporation and managing member(s)

Marital Status:

5. Grantee (Buyer) :

Trust : Please list the name of the trust ,
notary date and trustees.
LLC: please list the state of
incorporation and managing member(s)

Marital Status:

Email Address:

Phone:

6. This transfer is a: sale (list purchase price below) gift/other (please explain below**)

*If the Grantor is a company or other entity, please list who will be signing the document and in what capacity.
**If there is a relationship between the Grantor/Grantee, please explain the nature of the transfer



Credit Card Authorization/Payment Agreement

Method of Payment: Check Credit Card

Check # _____ Amount \$ _____

Please write checks for an amount that is quoted , or leave checks blank, or include a “not to exceed” amount in the memo area of your check. Payment must be made in full prior to services being performed.

Please take a color picture of the front and back of the check and email our office.

Document transfer taxes may be collected in advance.

Please make checks payable to Record My Docs

Credit Card Type: Visa Mastercard Amex Discover

Credit Card # _____

Expiration Date: _____ Security Code: _____

Billing Address: _____ City: _____

State _____ Zip _____ Phone: _____

I authorize the purchase of services from ASCC, Inc. using this Credit Card Authorization Form. By using this account for payment a convenience fee of 3.5% of the total amount charged will be added to my invoice.

I agree that I will pay for any purchase and indemnify and hold ASCC, Inc. harmless against any liability pursuant to this authorization.

I understand that my signature on this form serves as authorized signature on the credit card charge slip.

Cardholder Signature: _____ Date: _____

Cardholder Name: _____