



**DOCUMENT PREPARATION REQUEST AND INFORMATION SHEET**

**INSTRUCTIONS:**

Please complete this form in its entirety. All parties must review all of the information provided, read the disclaimer in full, and sign on page two of this document. A copy of the completed document must be faxed to (414) 210-4482 or email to [rjacobi@frontiertitlellc.com](mailto:rjacobi@frontiertitlellc.com).

1. **What is the Frontier Title file no. associated with this request?** \_\_\_\_\_

2. **What type of document is being requested?**  
*(e.g. Warranty deed, Quit Claim deed, Trustee's deed, HT110, TOD110):*  
 \_\_\_\_\_

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 no. 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: _____           | Name: _____           | Name: _____           |
| Address: _____        | Address: _____        | Address: _____        |
| SSN/FEIN: _____       | SSN/FEIN: _____       | SSN/FEIN: _____       |
| Phone No.: _____      | Phone No.: _____      | Phone No.: _____      |
| Marital Status: _____ | Marital Status: _____ | 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 any of the 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 the 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 checked, 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 \_\_\_\_\_

**DISCLAIMER:**

Frontier Title & Closing Services, LLC (hereinafter "Frontier") will prepare the requested document and any relevant transfer return documents and calculate any transfer or recording fees required based only upon the information provided by the Grantor(s) and Grantee(s). **Frontier CANNOT PROVIDE LEGAL ADVICE OR SERVICES.** All parties involved in the real estate transfer should consult an attorney regarding the legal consequence or effect of any transfer, as well as for answers to any other legal questions or concerns any party may have. Grantor and Grantee agree to hold Frontier harmless for any additional fees due if the Register of Deeds determines the transaction is not exempt from transfer fees or calculates a higher transfer fee due OR if the documents are determined to be unrecordable for reasons beyond Frontier's control. Frontier reserves the right to not honor this request for any reason allowable by law. Upon signing this request, Grantor(s) and Grantee(s) agree to pay Frontier its full fee for document preparation services regardless of whether the parties finalize their transfer.

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

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

X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_