Warranty Deed Preparation Worksheet

Original general educational form • Not a deed • Do not sign or record

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1. Property and jurisdiction

State / jurisdiction: _____ County / recording office: _____
Property address:

_____

Legal description source and attachment reference:

_____

Parcel identifier (supplemental; not a substitute for a legal description): _____

2. Parties and capacity

Grantor legal name(s):

_____

Grantee legal name(s):

_____

Mailing / tax-statement / return addresses:

_____

Capacity and authority documents for lawyer review:

_____

3. Proposed transfer

Consideration / transaction purpose:

_____

Requested deed type and reason:

_____

Title report, existing liens and proposed exceptions for review:

_____

4. Lawyer and closing review

Qualified local lawyer / title professional:

_____

Ask them to confirm the exact warranty language, ownership structure, legal description, required parties, witnesses, current certificate, tax forms and county recording requirements.
Questions / missing documents:

_____