Bargain and Sale Deed
Educational Drafting Worksheet

Original general example • Not a deed ready for signature or recording

Use this worksheet to organize the facts and questions for a qualified lawyer. The deed's name alone does not determine its covenants. Do not sign this worksheet or substitute it for a locally required form.

1. Property and jurisdiction

Property state and county: [STATE / COUNTY]

Street address: [ADDRESS]

Parcel reference, if used locally: [REFERENCE]

Verified legal description: [ATTACH COMPLETE DESCRIPTION AND IDENTIFY ITS SOURCE]

Proposed recording office: [OFFICE — CONFIRM LOCAL RULES]

2. Parties and transaction

Grantor name(s), address(es) and signing capacity: [DETAILS]

Grantee name(s), address(es) and proposed vesting: [DETAILS FOR LOCAL REVIEW]

Consideration and transaction purpose: [DETAILS]

Proposed transfer date: [DATE]

3. Scope for lawyer review

Applicable deed statute or official source: [SOURCE]

Conveyance wording and estate to be transferred: [LAWYER TO DRAFT]

Covenants, if any, and their scope: [LAWYER TO DRAFT]

Exceptions, existing recorded interests and attached schedules: [IDENTIFY FOR REVIEW]

Title search, insurance and closing requirements to discuss: [NOTES]

4. Execution and recording checklist

Required signers and authority evidence: [CONFIRM]

Witness requirements, if any: [CONFIRM LOCALLY]

Place of acknowledgment and current certificate: [CONFIRM; ATTACH APPROPRIATE CERTIFICATE]

Transfer-tax declarations, fees, exemptions and other filings: [CONFIRM LOCALLY]

Prepared by / return-to instructions: [DETAILS]

Outstanding questions: [NOTES]

Legal example notice

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