

DEED PREPARATION ORDER AND INSTRUCTIONS FORM

WOTITZKY, WOTITZKY, ROSS & TUTTLE, P.A.

223 Taylor Street, Punta Gorda, Florida 33950

(941) 639-2171 fax (941) 639-8617

Webpage Address: www.wotitzkylaw.com

Real Estate Attorney: Edward L. Wotitzky

Real Estate Legal Assistant: Lorie Gahagan

One of the many services our real estate department provides is deed preparation. Two of the most used types of deeds are the quit-claim deed and the general warranty deed. The quit-claim deed is used to convey title to real estate without giving the buyer any warranties, for example as to marketable title. The general warranty deed provides the buyer with several warranties, for example that the seller has clear title to the property. If you would like us to prepare a deed for you, please complete the following form and forward it to us.

For the fastest possible response, please fax the following pages to our office or submit via our online form (see below). For your convenience, we have provided a fax cover sheet (attached) so that your information can be quickly directed to our attorneys to minimize the response time. It includes all information needed to transmit your documents.

If you do not wish to fax the information, you can also submit the information via the following methods:

1. Online Submission:

You can now submit your Deed Preparation Order and Instructions Form via the internet. Simply follow the instructions below.

1. Visit: <http://www.wotitzkylaw.com/practice/index.asp?practice=realEstate>
2. Click on the online submission link.
3. Follow the instructions provided there.

2. Traditional Mail:

All information can easily be submitted via the US Postal Service. Simply print and complete the following pages and mail them to:

ATTENTION: REAL ESTATE DEPARTMENT
c/o: WOTITZKY, WOTITZKY, ROSS & TUTTLE, P.A.
223 Taylor Street
Punta Gorda, Florida 33950

To ensure that the documents are received by us promptly, we recommend that you send via registered/certified mail so that your information is not lost in transit.

FAX COVER SHEET

To:

Attention: Real Estate Dept.

Wotitzky, Wotitzky, Ross & Tuttle, P.A.
223 Murdock Circle, Suite 501
Punta Gorda, Florida 33950

From:

Telephone:

(941) 639-2171

Telephone:

Fax:

(941) 639-8617

Fax:

Date: ____ / ____ / ____ (month / day / year)

Number of Pages (Including this cover): ____

If there are troubles with this difficulty,
please contact me at: _____

SPECIAL NOTES:

ORDERED BY

Name: _____ Closing Date: ____/____/____ (month/day/year)

Phone #: _____ Cash: _____ Mortgage: _____ PMM: _____

BUYER

Name: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Title As (please circle one):

Entireties-Husband/Wife

Joint w/Survivorship

Tenents In Common

Closing to be (please circle one):

In Person

By Mail

Overnight Del.

B

S

Phone #: () _____

SELLER

Name: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Marital Status: _____

Tenancy: _____

Closing to be (please circle one):

In Person

By Mail

Overnight Del.

B

S

US Citizen (please circle one): **Yes** **No**

Phone #: () _____

