

**CLIENT INFORMATION and QUESTIONNAIRE**

\*Fee includes a 15-minute consultation with attorney

**Please be advised we do not conduct research on the legal description. We will use the last recorded legal description or the legal description you provide for the document we prepare.**

1) **Legal Description Provided:** Y \_\_\_\_\_ / N \_\_\_\_\_ (\* See additional cost below)

2) Property Address or APN #: \_\_\_\_\_

3) Current Grantor Name/s on deed \_\_\_\_\_

4) Conveying to Grantee (All names to appear on deed): \_\_\_\_\_

5) Is Grantee married? Y / N If yes, Spouse's name: \_\_\_\_\_

Spouse **MUST** be on deed, or Disclaimer Deed is required. \* Disclaimer required? \_\_\_ Y / \_\_\_ N

\* See additional cost below

6) \*If Grantor/Grantee is a corporation, is the corporation an Arizona corporation or registered in Arizona? \_\_\_ Y / \_\_\_ N \*See additional cost below

If not formed in Arizona, State corporation formed in: \_\_\_\_\_

7) Address where tax bill should be sent: \_\_\_\_\_

8) **How will the Grantees hold title? **Select ONE** option:** \_\_\_\_\_ Tenants in Common  
Community Property with Right of survivorship / \_\_\_\_\_ Sole and Separate Property / Joint Tenants  
with Right of survivorship

If Grantees are Tenants in Common, what will be each person's ownership interest?

\_\_\_\_\_ % Ownership  
\_\_\_\_\_ % Ownership

9) **WARNING: You are advised to contact a title agency to discuss obtaining an additional insured endorsement to your current title policy and/or discuss obtaining a new title insurance policy.**

**10) CLIENT SHOULD INVESTIGATE TAX CONSEQUENCES WHEN CONVEYING PROPERTY TO ANOTHER PERSON/ENTITY. This firm has not provided an analysis of tax consequences.**

**COST OF DEED SERVICES:** \*\*\$500 + \$50 recording fee (all counties); If more than 15 minutes is required during the initial consultation, additional fees will be charged at attorney's hourly rate; if more than 1 hour is required to draft the deed and assist client with questions, then hourly services will be charged.

**\*ADDITIONAL COSTS:** Disclaimer \$100 / Affidavit of Value \$100 / Beneficiary Deed \$550 / Registering LLC in AZ \$350 / Obtaining last recorded deed for legal description \$100.

\*Notary services not provided with fee.

\*\**Additional fees may apply if complications arise.*