

## INSTRUCTIONS FOR COMPLETING A QUIT CLAIM DEED



**Step 1:** Enter the date. This date must match the date on the second page (notary signature page)

**Step 2:** Enter all sellers' names as they appear on the original recorded deed. *For each name, indicate marital status in parentheses.* (example: married, single, widow)

Note: If an owner is deceased, you must provide a death certificate for their name to be released from the deed.

**\*All sellers and their spouses must be present to place their signatures on the second page (notary signature page). A notary must be present at this time to sign and stamp this page thus verifying all signatures.**

Complete the mailing address portion and enter the county of residence for that mailing address.

**Step 3:** Enter all buyers' names as you want them to appear on the new recorded deed. *For each name, indicate marital status in parentheses.* (example: married, single, widow)

Complete the mailing address portion and enter the county of residence for that mailing address.

**Step 4:** Enter lot information. This includes lot, block section. More than one lot can be entered here.

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Once the form is completed, you can hand deliver or mail the deed to the Washington County Recorder's office.

**Washington County Recorder of Deeds  
102 N. Missouri  
Potosi, MO 63664**

The fee of \$27 is due at the time of recording.

If you mail the deed, include payment and a stamped self-addressed envelope.

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Bring the certified, recorded deed to the office. You will not be considered the owner until the deed has been recorded with the Recorder's office.

DO NOT WRITE IN THIS SPACE!  
Must have 3" at top left blank.

**Quit Claim Deed**

THIS INDENTURE, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between

Seller's Names & Address: Names Printed Clearly w/ marital status  
Print Clearly

Address  
*ALL names listed on deed and their spouses.* City, State, Zip

Of the County of County of Residence, State of, State of Residence, Grantor(s) party of the first part, and

Buyer's Names & Address: Names Printed Clearly w/ marital status  
Print Clearly

Address  
City, State, Zip

Of the County of County of Residence, State of, State of Residence, Grantee(s) party of the second part.

WITNESSETH, that the said party of the first part, for and in consideration of One Dollar (\$1.00) in hand paid by the said party of the second part, and for other good and valuable consideration, the receipt whereof is hereby acknowledged, has remised, released and quit-claimed and by these presents does remise, release and quit-claim unto the said party of the second part, and its heirs and assigns, forever, all the right, title, interest, claim and demand which the said party of the first part has in and to the following described lot, piece or parcel of land to wit:

Lot \_\_\_\_\_, Block \_\_\_\_\_, Woodland Lakes Section \_\_\_\_\_

As shown on a plat thereof recorded in the County of Washington, State of Missouri.

TO HAVE AND TO HOLD THE SAME, together with all and singular, the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest and claim whatsoever of the said party of the first part, either in law or equity, to the only proper use, benefit and belief of the said party of the second part its heirs and assigns, forever.

DO NOT WRITE IN THIS SPACE

DO NOT WRITE IN THIS SPACE

DO NOT WRITE IN THIS SPACE

IN WITNESS WHEREOF, the Grantor(s) has or have hereunto set their hand or hands the day and year first above written,

Seller's Signature  
Signature

Seller's Printed Name  
Printed

Seller's Signature  
Signature

Seller's Printed Name  
Printed

Seller's Signature  
Signature

Seller's Printed Name  
Printed

Seller's Signature  
Signature

Seller's Printed Name  
Printed

State of Missouri )

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ Personally Appeared Before Me

\_\_\_\_\_, a Notary Public in the State of Missouri

To me known to be the person or persons described in and who executed the foregoing instrument, and acknowledged that thy executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL IN THE County and state aforesaid, the day and year first above written.

My Commission expires:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**Quit Claim Deed**

THIS INDENTURE, made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between

**Seller's Names & Address:** \_\_\_\_\_  
**Print Clearly**  
\_\_\_\_\_  
\_\_\_\_\_

Of the County of \_\_\_\_\_, State of \_\_\_\_\_, Grantor(s) party of the first part, and

**Buyer's Names & Address:** \_\_\_\_\_  
**Print Clearly**  
\_\_\_\_\_  
\_\_\_\_\_

Of the County of \_\_\_\_\_, State of \_\_\_\_\_, Grantee(s) party of the second part.

WITNESSETH, that the said party of the first part, for and in consideration of One Dollar (\$1.00) in hand paid by the said party of the second part, and for other good and valuable consideration, the receipt whereof is hereby acknowledged, has remised, released and quit-claimed and by these presents does remise, release and quit-claim unto the said party of the second part, and its heirs and assigns, forever, all the right, title, interest, claim and demand which the said party of the first part has in and to the following described lot, piece or parcel of land to wit:

Lot \_\_\_\_\_, Block \_\_\_\_\_, Woodland Lakes Section \_\_\_\_\_

As shown on a plat thereof recorded in the County of Washington, State of Missouri.

TO HAVE AND TO HOLD THE SAME, together with all and singular, the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest and claim whatsoever of the said party of the first part, either in law or equity, to the only proper use, benefit and belief of the said party of the second part its heirs and assigns, forever.

**IN WITNESS WHEREOF**, the Grantor(s) has or have hereunto set their hand or hands the day and year first above written,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

State of Missouri )

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Personally Appeared Before Me

\_\_\_\_\_, a Notary Public in the State of Missouri

To me known to be the person or persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

**IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL IN THE County and state aforesaid, the day and year first above written.**

My Commission expires:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public