



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)**

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)

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

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

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

Example

Quit Claim Deed

THIS INDENTURE, made this 0 day of Month, Year by and between

Seller's Names & Address: NAMES PRINTED CLEARLY WITH (MARITAL STATUS)

**ALL NAMES
LISTED ON THE
DEED AND THEIR
SPOUSES**

ADDRESS

CITY, STATE, ZIP CODE

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 WITH (MARITAL STATUS)

ADDRESS

CITY, STATE, ZIP CODE

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 wit:

Lot(s) , Block , Woodland Lakes Section

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

TO HAVE AND 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,

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 _____)

County of _____)

On this _____ day of _____, 20_____

_____ Personally Appeared Before Me

_____, a Notary Public in the State of _____

To me known to be the person or persons described in and who executed the foregoing instrument, and acknowledge 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 above written.

My Commission expires:

Notary Public

Quit Claim Deed

THIS INDENTURE, made this _____ day of _____, 20____ by and between

Seller's Names & Address: _____

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

Buyer's Names & Address: _____

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 wit:

Lot(s) _____, Block _____, Woodland Lakes Section _____

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

TO HAVE AND 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 _____)

County of _____)

On this _____ day of _____, 20_____

_____ Personally Appeared Before Me

_____, a Notary Public in the State of _____

To me known to be the person or persons described in and who executed the foregoing instrument, and acknowledge 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 above written.

My Commission expires:

Notary Public