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INFORMATION TO PREPARE A DEED

A. Current Individual Owner Information:

1. Name of ALL Current owner(s): _____

(The names MUST match exactly to the current Deed on record)

2. Owner(s) address: _____
3. Are all owners residents of Rhode Island? If not, who are the non-residents? _____

B. Current Entity Owner Information:

1. In what State was the entity organized or incorporated? _____
2. A Corporate Resolution or Consent of Member is required. Do you need us to prepare this? If so, list all the names of the officers, their addresses, SS#, & their positions: _____
3. A RI Secretary of State Letter of Good Standing (LGS) is required. Do you want us to obtain? _____
4. If entity was not organized/incorporated in RI, please provide LGS from original State.
5. A RI Division of Taxation Letter of Good Standing is required for Corporations. Please provide.
6. If entity is a TRUST, do you want us to prepare the Memorandum of Trust? _____
7. If so, what are the name(s) of the current Trustee's, and then please provide a complete copy of your Trust. (Memorandum must be recorded with Deed.) _____

C. New Owner Information:

1. Name(s) of person to whom you are deeding property to: _____
2. New owner(s) address: _____
3. What type of tenancy do new owners want to hold? _____
(Tenants By The Entirety (only for married couples), Joint Tenants, or Tenants in Common)

D. Property Information:

1. Property Address: _____
2. Property's Assessor's Map and Lot numbers: _____

E. Type of Deed and transaction:

1. Do you want to convey using a Quit-Claim Deed or Warranty Deed? _____
2. Is this a sale or a gift? _____. If this is a sale, what is the sale price? \$ _____

F. Title search and title insurance information:

1. Do you want a title search performed? _____ Do you want a title insurance policy? _____

G. Lien Information:

1. Are there any mortgages held on the property? _____. If so, how many? _____
2. Are there any other liens on the property? _____. If so, what are they? _____

H. Recording of Deed:

1. Do you want us to record the Deed? _____

Always provide us with a copy of your current Deed of Record with this form.