

Date

**DEED PREPARATION WORKSHEET**

Address of Property: \_\_\_\_\_

**SELLERS INFORMATION**

Sellers Name: \_\_\_\_\_

Sellers Present Address: \_\_\_\_\_

Sellers SS #: \_\_\_\_\_

Sellers Future Address: \_\_\_\_\_

**BUYERS INFORMATION**

Buyers Name: \_\_\_\_\_

Precisely how buyer wants to take title (*i.e. John and Mary Smith, husband and wife as joint tenants with full rights of survivorship OR as tenants in common*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Buyers Address: \_\_\_\_\_

Buyers SS #: \_\_\_\_\_

Sales Price: \$\_\_\_\_\_

Additional Terms: *Provide Attachment*

Parcel Number Assigned by Treasurer, if known: \_\_\_\_\_

Legal Description of Property being sold: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date you would like to have Deed, Declaration and Affidavit: \_\_\_\_\_

How you would like to be advised that your deed is ready?

\_\_\_ Mail, Address: \_\_\_\_\_

\_\_\_ Email, Email Address: \_\_\_\_\_

\_\_\_ Call, Phone Number: \_\_\_\_\_

\_\_\_ Deliver (*if you are in Burlington area*), Address: \_\_\_\_\_

\_\_\_\_\_