



Please read through all of the information provided and call us with any questions **BEFORE** filling out the forms.

ITEMS TO RETURN TO US:

1. The Document Request Form **completed and signed**
2. Original Invoice and **Payment** for services requested.
3. Copy of **Last Recorded Deed**. If you do not have a copy of the most current deed, or if the copy you provide does not have sufficient information, we will research this information for you for an additional fee.
4. **Certified Death Certificate** (not a photocopy) if your document is related to a death.
5. **Copy of Divorce Decree** referencing the properties to be transferred if your document is related to a divorce.
6. **Copy of Company or Corporation Documentation** relating to an LLC, LP, Corporation or Sole Proprietorship if your document is to or from a business entity.
7. **Copy of Certificate of Trust or Declaration of Trust** showing the exact names of the Trust and all Trustees, as well as the date the Trust was executed if your document is related to a trust.

Simply complete the information requested and fax the order packet by using the Document Request Form as a cover page and utilizing the fax number at the top of that form; or you may mail the packet to us at the address listed below.

If you have any questions about your order, please call our customer service department at 1-866-486-5500 M –F 8am – 5pm PST.



## CURRENT OWNER(S)

OWNER/GRANTOR 1: \_\_\_\_\_

OWNER/GRANTOR 2: \_\_\_\_\_

OWNER/GRANTOR 3: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Current Marital Status of Owner 1: (check one if applicable)     SINGLE     MARRIED     DIVORCED     WIDOW or WIDOWER

Current Marital Status of Owner 2: (check one if applicable)     SINGLE     MARRIED     DIVORCED     WIDOW or WIDOWER

Current Marital Status of Owner 3: (check one if applicable)     SINGLE     MARRIED     DIVORCED     WIDOW or WIDOWER

**Grantor relationship to Grantee, if any:** \_\_\_\_\_

## PROPOSED OWNER(S)

OWNER/GRANTEE 1: \_\_\_\_\_

OWNER/GRANTEE 2: \_\_\_\_\_

OWNER/GRANTEE 3: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Current Marital Status of Owner 1: (check one if applicable)     SINGLE     MARRIED     DIVORCED     WIDOW or WIDOWER

Current Marital Status of Owner 2: (check one if applicable)     SINGLE     MARRIED     DIVORCED     WIDOW or WIDOWER

Current Marital Status of Owner 3: (check one if applicable)     SINGLE     MARRIED     DIVORCED     WIDOW or WIDOWER

**Vesting Options:** (check one)     COMMUNITY PROPERTY     JOINT TENANCY     TENANTS IN COMMON     TENANTS BY THE ENTIRETY     SOLE & SEPARATE PROPERTY

If the Grantor or Grantee is:	A TRUST	A CORPORATION OR GENERAL PARTNERSHIP	A LIMITED PARTNERSHIP	AN ESTATE
Please provide the following:	Trustee Names, Trust Name, Trust Date (if AZ property, also Name & Address of Current Beneficiary)	State of Formation	State of Formation, Name of General Partner	Name of administrator or executor, Name of decedent

Please tell us briefly about your situation: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

**CLIENT SIGNATURE:** I have reviewed this form and acknowledge that it is correct to the best of my knowledge.  \_\_\_\_\_



9041 S. Pecos Road, Suite 3900, Henderson, NV 89074  
Telephone: 866-486-5500 • Fax: 702-920-8687  
Email: [orders@udeed.com](mailto:orders@udeed.com) • Web: [www.udeed.com](http://www.udeed.com)

**INVOICE AND PAYMENT FORM**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

In order to begin processing your order, we will require either a **check** or a **credit card**.  
Please call us to receive a customized quote for your order **866-486-5500**.  
The following table may be helpful to record your document information while on the phone  
with one of our representatives.

Description and Service	Qty	Rate	Discount	Amount
Balance Due With Order:				
(if you <b>add/remove</b> any items, please adjust your total accordingly)				

**PAYMENT OPTIONS** (please choose one):

- Check Payable to UDEED (please send your check payment by mail with your order)
- Credit Card:  Visa  MasterCard  American Express  Discover

Credit Card No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

***I authorize UDEED, LLC to charge the above amount as well as any additional fees associated with my order to my credit card.***

Signature of Cardholder: \_\_\_\_\_

Hansen Law Office, Ltd.  
Leila Hansen, Esq.  
1753 Clear River Falls Lane  
Henderson, NV 89012

Document Services Provided Through



## Consumer Fee Schedule

### DOCUMENT PREPARATION SERVICE

FEES\*

#### Standard Service

Documents prepared within 2-4 Weeks\*\*

\$195.00

Expedited Service Available upon request (additional fees apply)

DOCUMENT PREPARATION TIME BEGINS WHEN ALL REQUIRED INFORMATION HAS BEEN PROVIDED AND VERIFIED.

Note: Cancelled Document orders before completion are priced at 50% of full rate fee.  
Cancelled Document orders after they are sent out are priced at full rate fee.  
Corrected Document orders due to incorrect request information are priced at 50% of full rate fee.

Note: \*Some states and counties require an additional state/county specific form to accompany the deed being prepared in order to be valid for recording purposes. If necessary, we will provide and complete as much of the form as possible or forward the blank form to you, unless otherwise informed. We do not assess a fee for these forms except for the states of New York and Rhode Island. If the property involved is located in the state of New York or Rhode Island, there will be an additional charge of \$35.00 per complete form package.

Note: \*\*There are specific states that require an attorney to physically sign each document. In these states, it may take longer to produce a document due to this and varying time zone issues. We strive to accommodate our clients, and in the interest of keeping in compliance with unauthorized practice of law issues, it is critical that we follow each state's laws and regulations to protect all parties involved.

#### DOCUMENTS AVAILABLE:\*

Quitclaim Deeds  
Grant/Warranty Deeds  
Special Deeds

Releases  
Assignments  
Reconveyances

Affidavits  
Substitutions of Trustee  
Power of Attorney

\*Preparation of Deeds of Trust/Mortgages available - please call for pricing

#### DOCUMENT PREPARATION FEES DO NOT INCLUDE THE FOLLOWING:

Recording and /or Research Fees

Real Estate Transfer Taxes

Fees related to timeshare ownership transfer

Verification of Homeowner's Association (HOA) unpaid fees  
HOA fees associated with transfer of ownership  
Any other related document preparation fees

Hansen Law Office, Ltd.  
Leila Hansen, Esq.  
1756 Clear River Falls Lane  
Henderson, NV 89012

Document Services Provided Through



## Consumer Fee Schedule

RECORDING SERVICE	FEES*
<b>Standard Service</b> Documents sent via First Class Mail	<b>\$35.00</b>
Note:	*Requesting conformed/certified copies of documents may result in additional fees from the recording county, which will be invoiced to the person requesting the document.

THE RECORDING SERVICE FEES DO NOT INCLUDE THE FOLLOWING:

County Recording Fees  
Real Estate Transfer Taxes

Conformed/Certified Copy Fees  
Guarantee of actual recording timeframe  
Overnight or Expedited Delivery

RESEARCH SERVICE	FEES
<b>Research requested with uDeed Document Preparation</b>	<b>\$50.00*</b>
<b>Research requested with uDeed Document Preparation</b> (Clark County, Nevada Properties only)	<b>\$25.00**</b>

\* Per deed or affidavit retrieved

THE RESEARCH SERVICE FEES DO NOT INCLUDE THE FOLLOWING:

Abstract Company Fees  
Title Company Fees

Timeshare Resort Fees  
Timeshare Developer Fees

County Recording Fees  
Certified Copies of Documents