

Dependable Title Services, Inc.

Mailing Address: 2761 Saturn Street, Unit K, Brea, CA 92821 | (657) 444-9008

Document Preparation Service Agreement

❓ **Order # (Filled In By DTS):** _____ **County:** _____ **State:** _____

Doc Type Requested: ___ Grant Deed ___ Quitclaim Deed ___ Interspousal Deed ___ Affidavit of Death
For Grant, Quitclaims, and Interspousal Deeds complete page 2 worksheet. Affidavits complete page 3 worksheet.

Property Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Assessor's Parcel Number (APN, Refer to Property Tax Bills): _____

Is the Property intended to be, or already is, the new titleholder's principal Residence: ___ Yes ___ No

If YES, date of occupancy or intended occupancy: _____

Additional Services (optional, additional fees apply. Rush Recording availability is limited, please inquire prior to submission of request): ___ Rush Prep (+\$25) ___ Rush Recording (+\$25) ___ Copy of Prior Recording (\$50)

❓ **Name Of PRIMARY Point of Contact:** _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email Required:** _____

Signature: _____ **Date:** _____

Agreement: *Signing by hand constitutes a legal signature confirming acknowledgment and agreement to the above Terms of Service and Acceptance. This agreement between Dependable Title Services, Inc. (hereinafter referred to as "the Company") and the "Undersigned" (hereinafter referred to as "Client") is for the Company to act as Agent in requesting the recording of documents or other services requested by Client. **Acknowledgment:** Client acknowledges and agrees as follows: (a) that the Company has no duty or obligation in any way to review or examine the Documents or title to the respective property; (b) that the Company derives no direct or indirect benefit from the recording of the Documents beside agreed processing service fees; (c) that the Company accepts no liability or responsibility as to the condition of the title of the property or as to the physical condition of the dwelling/lot, nor does the Company warrant the validity, sufficiency, or effect of such documents requesting to be filed; (d) the Company does not guarantee turnaround times and will request services at the appropriate County Agency as soon as practicable unless expressly agreed upon by the Company and Client; (e) Client jointly and severally waive and release the Company from any and all claims arising out of the Document and agree to hold harmless, protect and indemnify the Company from and against any and all liabilities, losses, damages, expenses, and charges including, but not limited to, attorney's fees and expenses of litigation, which may be sustained or incurred by the Company in any way relating to, or arising directly or indirectly out of any document filed on behalf and requested by Client, including any claim, action, proceeding, judgment, order or process, arising from or based upon or growing out of the Client's active or passive negligence in connection with the documents. **Payment:** The Company accepts Three forms of payments (Credit Card, Check, or Cash) for processing services and County Agency fees associated with services requested and performed for the Client. To pay by credit card, fees will be charged in advance and held for 3 business days to ensure proper clearance before recording said documents. The Company reserves the right to collect document transfer tax in advance. Payment for any remaining balance due is due upon notice and is subject to late fees after 24 hours. **Service Fees.** The Company will charge fees for services requested by Client. Client agrees to pay for requested services if the Company dutifully submits documents for recording and the county agency rejects the documents and the recording is unsuccessful**. Services requested by Client will be charged if cancellation request is received after services have been performed. **Attorney's Fees.** Client agrees that if a lawsuit shall be brought to enforce this Agreement, Client will reimburse the Company all of it's attorney's fees.

Prep + Rec Fees: _____ **Additional Services/Other Fees:** _____

Subtotal: _____ **3% Processing Fee (if applicable):** _____

Amount Paid: _____

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Document Preparation Worksheet – GRANT, QUITCLAIM OR INTERSPOUSAL DEED

Type of Transfer: ___ Sale (list purchase price below) ___ Gift/Other (explain party relationship, if any, below)

Grantor (*Current titleholders. If the Grantor is a company list the name of the person signing the document in what capacity, i.e manager, CEO, Trustee of a Trust, etc. If a Power of Attorney is signing, please list their name*)

Name(s): _____

Marital Status(es): _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____

Grantee (*List all names of new titleholders and each person's marital status. If transferring to a Trust list the names of the Trustees as well as the Trust name and date of establishment*)

Name(s): _____

Marital Status(es): _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____

• **Vesting** (*Refer to Common Methods of Holding Title. DTS is not a legal advisor or title company, please consult an attorney or tax professional*)

___ Joint Tenants ___ Tenants in Common (List percentages below) ___ Sole & Separate Property

___ Community Property ___ Community Property with Right of Survivorship

• **Should the Grantee receive the recorded document after recording?** ___ Yes ___ No

• **Should the Grantee receive the Property Tax Statements?** ___ Yes ___ No

If NO to any of the above, provide Name and Address Below:

___ Document Return ___ Property Tax Statements ___ Both

Name(s): _____

Address: _____

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Document Preparation Worksheet – AFFIDAVIT OF DEATH ONLY

- **Decedent's Name:** _____

Date of Death: _____

Note: A COPY of the Death Certificate is required for preparation. The ORIGINAL will be required at the time of recording

- **Successor Titleholder** (Depending on how title was held and if title was held between the Decedent and another person, that person is usually listed as the successor titleholder. Any other title changes can be accomplished by recording a Grant or Quitclaim Deed. Please list any relationship between Decedent and new titleholder):

Name(s): _____

Marital Status(es): _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____

- **Name and Capacity of Person Signing Affidavit** (If the person signing the document is signing on behalf of a legal entity such as a business or Trust please list the name of the legal entity and the capacity of signing, i.e. Trustee, manager, etc.):

Name(s): _____

Capacity(ies): _____

- **Should the Grantee receive the recorded document after recording?** ___ Yes ___ No
- **Should the Grantee receive the Property Tax Statements?** ___ Yes ___ No

If NO to any of the above, provide Name and Address Below:

___ Document Return ___ Property Tax Statements ___ Both

Name(s): _____

Address: _____