

Secretarial Services

\$45/hr \$25 minimum fee

The services being offered here are secretarial only. Secretarial services include typing, translation, printing, photocopying, scanning documents, emailing, etc. WE ARE NOT ATTORNEYS AND WE DO NOT OFFER LEGAL ADVICE OR LEGAL SERVICES OF ANY TYPE! If you have any doubts about any legal matter, tax implications or legal ramifications of any action including transfer of property, additions or deletions regarding property title or any other matter, please contact an attorney before proceeding. Our services are completed entirely through your direction. The NOTARY is NOT an attorney. You are encouraged to seek the council of an attorney BEFORE proceeding in any legal matter which you do not fully understand.

We need specific instructions and directions from you in order to proceed. Please complete the following information.

1. Please indicate the name of the form you need today:

(Definitions below are from www.legal-dictionary.com and are provided for your convenience only. You are encouraged to seek the advice of an attorney if you are unsure about which form to select)

Grant Deed - *(In most instances, a Grant Deed is used to transfer property or add additional persons on the title. Please contact an attorney if you are unsure which one is right for you!)* The document which transfers title to real property or a real property interest from one party (grantor) to another (grantee). Importantly, a grant deed warrants that the grantor actually owned the title to transfer, which a quit claim deed would not, since it only transfers what the grantor owned, if anything.

Quitclaim Deed - A quitclaim deed is a release by the grantor, or conveyor of the deed, of any interest the grantor may have in the property described in the deed. Generally a quitclaim deed relieves the grantor of liability regarding the ownership of the property. A quitclaim deed is not a guarantee that the grantor has clear title to the property; rather it is a relinquishment of the grantor's rights, if any, in the property. The holder of a quitclaim deed receives only the interest owned by the person conveying the deed. If the grantee of a quitclaim deed learns after accepting the deed that the grantor did not own the property, the grantee may lose the property to the true owner. If it turns out that the grantor had only a partial interest in the property, the quitclaim deedholder holds only that partial interest.

Homestead Declaration- A homeowner who declares in writing that the house and lot named it is the principal dwelling and records that declaration of homestead with the County Recorder or Recorder of Deeds thereby exempt part of its value (based on state statutes) from judgment creditors.

Affidavit of Death of Joint Tenant

Affidavit of Death of Trustee

Other

2. If you are transferring real estate, you will need to indicate how the grantee(s) wish to hold title.

There are significant tax and legal consequences on how you hold title. We strongly suggest contacting an attorney and/or CPA for specific advice on how you should actually vest your title.

COMMON WAYS TO HOLD TITLE (Reprinted from Fidelity National Title)

HOW YOU TAKE TITLE - ADVANTAGES AND LIMITATIONS:

Title to real property in California may be held by individuals, either in Sole Ownership or in Co-Ownership. Co-Ownership of real property occurs when title is held by two or more persons. There are several variations as to how title may be held in each type of ownership. The following brief summaries reference seven of the more common examples of Sole Ownership and Co-Ownership.

(See reverse side)

SOLE OWNERSHIP

- A man or woman who is not married. Example: John Doe, a single man.
- An Unmarried Man/Woman: A man or woman, who having been married, is legally divorced. Example: John Doe, an unmarried man.
- A Married Man/Woman, as His/Her Sole and Separate Property:
When a married man or woman wishes to acquire title as their sole and separate property, the spouse must consent and relinquish all right, title and interest in the property by deed or other written agreement. Example: John Doe, a married man, as his sole and separate property.

CO-OWNERSHIP

- Community Property: Property acquired by husband and wife, or either during marriage, other than by gift, bequest, devise, descent or as the separate property of either is presumed community property.
Example: John Doe and Mary Doe, husband and wife, as community property with right of survivorship.
- Joint Tenancy: by two or more individuals created under a single instrument with right of survivorship. Joint and equal interests in land owned Example: John Doe and Mary Doe, husband and wife, as joint tenants.
- Tenancy in Common: Under tenancy in common, the co-owners own undivided interests; but unlike joint tenancy, these interests need not be equal in quantity and may arise at different times. There is no right of survivorship; each tenant owns an interest, which on his or her death vests in his or her heirs or devisee. Example: John Doe, a single man, as to an undivided $\frac{3}{4}$ ths interest, and George Smith, a single man as to an undivided $\frac{1}{4}$ th interest, as tenants in common.
- Trust: Title to real property in California may be held in trust. The trustee of the trust holds title pursuant to the terms of the trust for the benefit of the trustor/beneficiary.

The preceding summaries are a few of the more common ways to take title to real property in California and are provided for informational purposes only. There are significant tax and legal consequences on how you hold title. We strongly suggest contacting an attorney and/or CPA for specific advice on how you should actually vest your title.

I understand that I am requesting secretarial services only and I will provide all information necessary to complete my request. I further understand that nothing in this process is to be interpreted as having received legal services of any kind from either the notary or secretary and furthermore understand that I have the legal right to seek legal council before engaging in any legal transaction.

Print the name of the person completing this form: _____

Name of parties signing the document before the notary today:

_____ Signature	_____ Printed name	_____ Date
_____ Signature	_____ Printed name	_____ Date
_____ Signature	_____ Printed name	_____ Date
_____ Signature	_____ Printed name	_____ Date

The notary is not an attorney and does not provide legal assistance or advice of any kind. You are encouraged to seek the advice of an attorney if you do not fully understand the document you are signing. Our secretarial services are not intended in any way to replace the consultation of an attorney. PLEASE CONSULT AN ATTORNEY IF YOU DO NOT UNDERSTAND THE DOCUMENTS YOU ARE SIGNING TODAY!