


U.S. DEEDS
Attorney-Prepared Property Transfers™

STEVEN A. WILLIAMS, J.D., LL.M.
877-353-3337, EXT. 28

Dear Madam or Sir:

We are pleased to offer attorney-prepared deed services to the valued clients of Lodmell & Lodmell. U.S. Deeds provides deed preparation and recording for property located in all U.S. states and the District of Columbia.

It is simple to start the process. Just complete the attached order form and email, fax or mail it to us together with your existing deed and a copy of the first page of your trust (showing the name of the trustees and the name and date of the trust). After we've received your information, someone from our office will contact you to clarify your request if necessary and to process your payment for the preparation service. A copy of our current price sheet and a description of the preparation and recording process are attached for your convenience.

If you should have any questions, please contact Phillip Smith at 877-353-3337 Ext 26.

Sincerely,

Steven A. Williams, Esq.
President

213 Brentshire Drive, Brandon, Florida 33511
Direct 813-643-7987 * Toll Free 877-353-3337 * Fax 813-643-0759 * www.usdeeds.com


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Deed Preparation and Recording Process

- Step 1:** Complete an Order Form
- Step 2:** Send your completed Order Form, together with (a) a copy of the prior deed for the property, and (b) a copy of the first page of your trust (if you are deeding to a trust) as follows:
- Send by Email to: orders@usdeeds.com
- OR**
- Send by Fax to: (813) 643-0759
- OR**
- Send by Mail to: U.S. Deeds
213 Brentshire Drive
Brandon, FL 33511
- Step 3:** We contact you to discuss your order and to process your payment information.
- Step 4:** We prepare all necessary transfer documents and deliver them to you together with an invoice for the county recording fees and any transfer tax.
- Step 5:** You sign the documents in the presence of the required number of witnesses and a notary public and return the originals to us together with your payment for recording costs.
- Step 6:** We review the signed documents and deliver the original documents and the recording fees to the county office for recording.
- Step 7:** After recording in the public records, the county office returns the original documents directly to you.