Transfer Tax Drop-off Request Form

Please read, complete and attach this form to the front of your deed(s). The form should include your name, phone #, and instructions as to what you would like us to do with the deed(s) once they are processed. For example: 1) Check whether you would like us to "Mail Documents back to me" or "Forward to Land Records". 2) Please make sure all documentation is included with the deed. 3) All liens must be satisfied prior to submitting your documents to the transfer tax office. There is a limit of 50 documents per week per customer/recorder.

Please note that there may be up to a 60 business day turn-around time to process your documents. Once the deed(s) have been dropped off, they will not be returned until processed.

Please make certain all documents are complete, all liens are paid for each and every open lien on the lien sheet and/or validated receipts are attached prior to submitting documents to the Transfer Tax Unit.

Date: ____________________________

Name: ____________________________________________________________

Company: ____________________________________________________________________________

Contact Number: _________________________________________________________________

E-mail Address: _________________________________________________________________

Number of documents for Recording: ____________ (maximum of 50 docs per week, per customer/recorder) Documents that exceed 50 per week will be returned unprocessed.

☐ Mail Back to Me

☐ Forward to Land Records