

Definition of QUITCLAIM DEED

: a legal instrument used to release one person's right, title, or interest to another without providing a guarantee or warranty of title

**SANTA ROSA COUNTY CLERK OF COURTS
RECORDING DEPARTMENT
PO BOX 472, 6495 CAROLINE STREET
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(850)983-1966 FAX (850)983-1991**

RECORDING REQUIREMENTS

ALL INSTRUMENTS (DOCUMENTS):

1. Must be original. We cannot record a copy unless it is recorded and certified from another Clerk's office. (FS 695.19)
2. Must be notarized. This means it must have an acknowledgment, a notary seal (photographically reproducible black ink), the type of identification given (valid picture ID or personally known to). (FS 117.05), (FS 695.25)
3. Must have a "prepared by" statement. (Name and address of natural person or under whose supervision) (FS 695.26 (1)(b))
4. For recording instruments affecting real property a 3 by 3 inch space at the top right corner on the first page and a 1 by 3 inch space at the top right corner on each subsequent page is required. (FS 695.26(1)(e))

ALL TRANSFERS OF REAL PROPERTY (warranty deeds, quit claim deeds, etc.) MUST HAVE:

1. A grantor (seller)
2. A grantee (buyer)
3. Mailing address of grantee. (FS 695.26 (1)(f))
4. Legal description
5. Two witnesses (FS 689.01)
6. Notarization
7. "Prepared by:"

REQUIRED RECORDING FEES:

Recording.....\$10.00 1st page, \$8.50 for each additional page. (FS 28.24)

Indexing.....\$1.00 additional fee per name for all names over four, per document. (FS 28.24)

State Documentary Stamps.....\$.70 per \$100.00 or fraction thereof on deeds/conveyances, etc. (FS 201.02)

Mortgage on property: the total consideration includes any mortgages encumbering the property being transferred. (12B-4.013(21)) ***Husband and wife deeds:*** no tax is due on a deed executed on or after July 1, 1997 between spouses or former spouses at the time of divorce. This applies ***only*** to the marital home (12B-4.013(27)).

.....\$.35 per \$100.00 or fraction thereof on Mortgages/written obligations to pay, etc. (FS 201.08)

Intangible Tax.....2 mills (.002) on each dollar of just valuation of all notes, etc. secured by mortgage, etc. upon real property. (FS 199.133)

*This Quitclaim Deed, Made this _____ day
of _____, 20____, by _____*

hereinafter called the Grantor, to _____

whose post office address is _____

hereinafter called the Grantee.

This document was prepared by:

(Whenever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, wherever the content so admits or requires)

*Witnesseth, That the Grantor, for and in consideration of the sum of \$ _____
and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens,
remises, releases, conveys and confirms unto the Grantee all that certain land, situate in the County of _____,
State of _____, wit:*

*On Witness Whereof, the said Grantor has signed and sealed these presents the day and year first above written.
Signed, sealed and delivered in the presence of:*

Signature of Witness

Print name Witness

Print address of Witness

Signature of Witness

Print name Witness

Print address of Witness

State of _____ }
County of _____ }

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known to me _____ or who produced _____ as identification and by means of physical presence.

Signature of Notary

Print Name

My Commission Expires

Signature of Grantor

Print Name of Grantor

Signature of Co-Grantor

Print name of Co-Grantor