

## **INTERNAL MEMORANDUM**

**TO:** Recording Department / Real Estate Clerk

**FROM:** [Attorney Name]

**DATE:** [Date]

**RE:** Instruction for Deed Recording

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### **CLIENT/MATTER INFORMATION**

- Client Name: [Client Name]
- Matter Number: [Matter Number]
- Property Address: [Full Property Address]
- County of Recording: [County Name]

### **DOCUMENTS ATTACHED**

Please find the following documents enclosed for recording:

- Original Deed ([Type of Deed, e.g., Warranty Deed/Quitclaim Deed])
- Transfer Tax Declaration / Affidavit of Value
- Preliminary Change of Ownership Report (if applicable)
- Check for Recording Fees in the amount of: \$[Amount]

### **SPECIAL INSTRUCTIONS**

1. Verify that all signatures are notarized and legal descriptions are attached.
2. Record the documents in the official records of [County Name].
3. Requested Recording Method: [Electronic Recording / Mail-in / In-person courier]
4. Upon completion, please return the original recorded documents to: [Name/Department].

### **URGENCY**

[Standard / Urgent / Deadline Date: \_\_\_\_\_]

If there are any issues or if the fees exceed the amount provided, please contact [Name] at extension [Extension Number] immediately.

Authorized by: \_\_\_\_\_  
[Attorney Signature]