

Procedure for Deed Process

1. The seller must be up to date on all Assessments and have no loans or liens for their share. We must also have a copy of their Grant Deed any other documents if applicable (Deed of Trust, Full Reconveyance, Affidavit of Death..etc.)
2. The seller must send an email stating that they are selling to the buyers; include the buyer's names and owner number in the email.
3. The seller must also have the buyer either e-mail or fax the ranch the buyer's full-names and relationship, address, phone number and the share number they are purchasing. The share number needs to be on all paperwork that is completed.
4. There are deed processing fees: \$25.00 for deed prep, \$50.00 for the transfer fee, and \$30.00 for the recording fee. It is between the buyer and the seller as to who will pay these fees.
5. After receipt of the buyer and seller's information the ranch sends out a prepared Grant Deed with a letter of instruction to the seller. The seller will need to take the deed to have their signatures notarized and send the original grant deed back to the ranch.
6. When the ranch receives the Grant Deed back from the seller the ranch needs to review it and make sure it is complete, once it has been reviewed and is complete, the ranch will take it to the recorder's office to be recorded.
7. After the deed is recorded the buyers will officially become the owners of the share and will have full rights to the ranch. The buyers will receive the original recorded deed from the recorder's office about two months after the recording date.

Cheat Sheet: Breakdown

- I need an email from both the buyer and the seller
 - Buyer needs to disclose their full names, address and phone number in the email
- I will send Grant Deed, it will need to be notarized by the seller and sent back.
- I will get it recorded
- Fees need to be paid