Here are the things we talked about the other day regarding deeds and how we wanted to move forward with processing some of the questions we had. See below:

**The deed says “See attached Exhibit A” but there is no attachment, however, the deed already has the full legal?**

* As long as the legal is in the vesting and not under the “abbreviated legal” section, it is ok. “see attached exhibit A” can be crossed out if not applicable.

**Middle Initials: PACs says Jimmy B John, deed says Jimmy John. Is this ok?**

* Yes, a missing middle initial is ok.
* A different middle initial, is not. Ex: Jimmy J John would need to be denied.

**Spelling of names on deeds: PACs says Christopher Lewis, deed says Chris Lewis, is this ok?**

* We are taking the stance that if a title co or attorney prepared the deed, signatures have been notarized, that they have done their research to ensure this is the same person, so we WILL accept this.

**A different trustee listed on the deed then what we have in PACs, is this ok?**

* Again, if a title co or attorney prepared the deed, we will trust they have reviewed the trust documents to ensure the person on the deed is able to sign off as a trustee. We will accept it.
* If the deed was not prepared by title co or attorney, we need to request the trust documents to verify that person is able to sign off as a trustee.

**Anytime a document references a Case #, we do not need to request further documents.**

-If the document has a case # we are trusting the court has verified the document already.

-Be sure we are looking at all possible places for case #’s. Recorded Docs, Excise, Etc.,

**Regarding QCD’s:** If only one person is quit claiming their interest, the other persons interest will be left alone.

* For Example: Property is owned by Lilyia & Ivy. Lilyia quit claims her interest, Ivy will be left on the property until I address my interest.

**Lack of Probates**: Lack of Probates will only remove the deceased spouse, we will NOT be adding ownership through an LOP. Procedures have been updated 2022 – Can add ownership through an LOP, as long as the full legal description is somewhere on the document/deed.

**Community Property Agreement or ‘CPA’** Spouses may sign a community property agreement stating that they share ownership rights to a property. Excise is not required to remove a deceased spouse when both CPA and certificate of death are present. The CPA must be notarized and recorded. These documents should be scanned and attached to an ‘Ownership Chg’ comment in PACS.

**Deed states Jose Jr – PACs states Jose II. Is this ok?**

* No, we will be taking the stance this is not the same person as these two have different meanings. These will need to be rejected.

**Legal descriptions on deeds:** situations may come up that you notice the deed says : “except that portion referenced in AF#” but in PACs we have “except that portion 10 ft of the canal” is this ok?

* Yes, when the deed is referencing an exception of land with an AF#, chances are that filing number describes the exact portion that are excepting out. We will accept these.

**Excise numbers are switched on the Deed and Reet (Treasurer’s office assigns these numbers):**

Example: AF 2022-037253 & 2022-037254, PIDs 287152 & 287153

* If the deed does not have a sales price, ie: quit claim deed, then you can transfer each deed but also link the other property involved. Leave good notes explaining which excise number correlates with which deed and property.
* If the deed has a sales price, you cannot link the properties as this creates an issue for the appraisers when determining market values based on sales.

**Custodian for Minors Act:**

Example: AF 2023-009467, PID 18478

* If grantee is listed as a custodian for another individual under the Washington Uniform Transfers to Minors Act, you’ll transfer into the custodians name and include “as custodian for (minors name). ie:

