

**FIRST NATIONWIDE TITLE AGENCY  
ACRIS PREPARATION REQUEST FORM**

**APPLICANT INFORMATION**

Firm Name \_\_\_\_\_ Contact Phone \_\_\_\_\_ Contact E-mail \_\_\_\_\_

**GENERAL INFORMATION**

Date Ordered \_\_\_\_\_ Title Number \_\_\_\_\_

Date of Closing \_\_\_\_\_ Percentage of Interest  
Transferred \_\_\_\_\_

Date of Contract  
of Sale \_\_\_\_\_ Total Consideration \_\_\_\_\_

Date of Transfer \_\_\_\_\_

**GRANTOR INFORMATION**

Please insure grantors' names and addresses are exactly as they appear on the deed and provide social security/federal employer identification number for each. **If a grantor is a single member LLC please provide name and federal ID number for single member LLC.**

Grantor 1 \_\_\_\_\_ Single Member LLC? Yes \_\_\_ No \_\_\_

Address \_\_\_\_\_ Single Member LLC Name \_\_\_\_\_

SS # / Fed Employer ID# \_\_\_\_\_ Single Member LLC Fed ID # \_\_\_\_\_

Grantor 2 \_\_\_\_\_ Single Member LLC? Yes \_\_\_ No \_\_\_

Address \_\_\_\_\_ Single Member LLC Name \_\_\_\_\_

SS # / Fed Employer ID# \_\_\_\_\_ Single Member LLC Fed ID # \_\_\_\_\_

**Grantor's Attorney**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**GRANTEE INFORMATION**

Please insure grantors' names and addresses are exactly as they appear on the deed and provide social security/federal employer identification number for each.

Grantee 1 \_\_\_\_\_ Single Member LLC? Yes \_\_\_ No \_\_\_

Address \_\_\_\_\_ Single Member LLC Name \_\_\_\_\_

SS # / Fed Employer ID# \_\_\_\_\_ Single Member LLC Fed ID # \_\_\_\_\_

Grantee 2 \_\_\_\_\_ Single Member LLC? Yes \_\_\_ No \_\_\_

Address \_\_\_\_\_ Single Member LLC Name \_\_\_\_\_

SS # / Fed Employer ID# \_\_\_\_\_ Single Member LLC Fed ID # \_\_\_\_\_

**Grantee's Attorney**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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## PROPERTY CONVEYED

Address \_\_\_\_\_  
City/State \_\_\_\_\_  
County \_\_\_\_\_  
District \_\_\_\_\_  
Section \_\_\_\_\_  
Block \_\_\_\_\_  
Lot \_\_\_\_\_  
 Entire Lot     Part of Lot

Property type:  
 1 family residential  
 2 family residential  
 3 family residential  
 4 or more family residential  
 Vacant land  
 Commercial  
 Co-op  
 Condo

## CONDITION OF TRANSFER

- Arms length transfer
- Transfer in exercise of option to purchase
- Transfer from cooperative sponsor to cooperative corporation
- Transfer by referee or receiver
- Transfer pursuant marital settlement agreement or divorce decree deed in lieu of foreclosure
- Transfer from principal to agent, dummy, strawman or conduit or vice-versa
- Transfer pursuant to trust agreement or will
- Gift transfer not subject to indebtedness
- Gift transfer subject to indebtedness
- Transfer to a business entity in exchange for an interest in the business entity
- Transfer to a governmental body correction deed
- Transfer by or to a tax exempt organization
- Transfer of property partly within partly without NYC
- Transfer of successful bid pursuant to foreclosure
- Transfer by borrower solely as security for a debt or a transfer by lender solely to return such security
- Transfer wholly or partly exempt as a mere change of identity or form of ownership
- Transfer to a REIT or to a corporation or partnership controlled by a REIT
- Other transfer in connection with financing (describe) \_\_\_\_\_
- Other (describe) \_\_\_\_\_

## TYPE OF INTEREST

Check the box which describes interest you are transferring.

- Fee
- Leasehold Grant
- Leasehold Assignment or Surrender
- Easement
- Development Rights
- Stock
- Partnership Interest
- Other (describe) \_\_\_\_\_

## EXEMPTION EXPLANATION (IF APPLICABLE)

If an exemption is claimed, please explain.

\_\_\_\_\_

Is buyer paying any of seller's expenses?    Yes\_\_\_\_ No\_\_\_\_

Please Explain: \_\_\_\_\_

\_\_\_\_\_

## COMMENTS/FEEDBACK

\_\_\_\_\_

**FOR QUESTIONS CONTACT MEREDITH SCHANTZ**  
**EMAIL: [MSCHANTZ@FIRSTNAT.COM](mailto:MSCHANTZ@FIRSTNAT.COM) – PHONE: (516) 686-9857**