



Westchester PREP Order Form

NOTE: TitleVest Services, LLC ("TitleVest") charges Applicant a \$150 service fee for the preparation of Westchester PREP documents for standard arm's-length transfers, as well as most other conveyance types. TitleVest reserves the right to charge more than \$150 for certain complex transactions. In such an event, you will be advised of said charges prior to our performing any work.

Ordered by (Applicant):		Date Ordered:
Firm Name:		
Address:		
Phone:	Fax:	Email:
Consideration:\$	Sale Contract Date:	Transfer Date:
Property Address: (or enter Block/Lot below)		
City:	Block:	Lot:
Property Type: <input type="checkbox"/> Coop <input type="checkbox"/> Condo <input type="checkbox"/> 1-Family <input type="checkbox"/> Commercial / Other (Please Describe):		
Grantor 1 Name:		Grantor 1 SSN/EIN:
Grantor 2 Name:		Grantor 2 SSN/EIN:
Grantor Sole Member Name*: (required if Grantor is a single member LLC)		Grantor Sole Member SSN/EIN*:
Grantor's Address:		
Grantee 1 Name:		Grantee 2 SSN/EIN:
Grantee 2 Name:		Grantee 2 SSN/EIN:
Grantee Sole Member Name*: (required if Grantee is a single member LLC)		Grantee Sole Member SSN/EIN*:
Grantee's Address:		
<input type="checkbox"/> Same as Applicant		<input type="checkbox"/> Same as Applicant
Grantor's Attorney*: (optional)		Grantee's Attorney*: (optional)
Firm Name:		Firm Name:
Address:		Address:
Phone:		Phone:
Please list any special conditions (non-arm's-length) that apply to this transfer:		

TITLEVEST SERVICES, LLC ("TITLEVEST") DOES NOT PROVIDE ANY LEGAL OR TAX ADVICE IN THE PREPARATION OF WESTCHESTER PREP TRANSFER FORMS, BUT RATHER ACTS SOLELY IN AN ADMINISTRATIVE CAPACITY BASED UPON THE INFORMATION PROVIDED BY THE APPLICANT. ACCORDINGLY, TITLEVEST SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THESE FORMS ARE IMPORTANT LEGAL DOCUMENTS AND SHOULD BE EXAMINED BY ATTORNEY PRIOR TO SIGNING. IN NO EVENT SHALL TITLEVEST'S LIABILITY EXCEED THE AMOUNT OF THE PAYMENT RECEIVED BY IT FOR THE SERVICES PERFORMED HEREUNDER.

PLEASE FAX COMPLETED FORM TO: 212-757-0466

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