



ARIZONA BENEFICIARY DEED PREPARATION SERVICE AGREEMENT

A properly drafted Beneficiary Deed that is recorded in the Arizona county where the property is located will transfer ownership of the Arizona real property on the death of the last owner to the heirs named in the Beneficiary Deed and enable the property to avoid probate.

Use this online engagement agreement to hire Arizona business and real estate attorney Richard Keyt and KEYTLaw, L.L.C. (the "Firm") to prepare a Beneficiary Deed to convey your Arizona real property after your death for \$195. For information about the Firm, see www.keytlaw.com and Rick's [biography](#). Complete this form in 5 – 10 minutes by typing the answers directly in the blank spaces or print the Agreement and complete it with a pen. Deliver the completed Agreement by: (i) faxing it to Rick at 602-297-6890 (if you pay by credit card), (ii) attaching it to an email message sent to Rick at rk@keytlaw.com (if you pay by credit card), or (iii) mail or deliver it to Rick at the address listed on page 2 (if you pay by check).

ARIZONA BENEFICIARY DEED PREPARATION SERVICE

You are hiring Arizona real estate attorney Richard Keyt to prepare the following SEVEN custom drafted legal documents for you:

1. **Arizona Beneficiary Deed:** This is your deed in a form ready to be signed, notarized and recorded.
2. **Recordation Letter:** Use this letter to record your deed. This is a letter from the owner(s) to the county recorder of the county in which the property is located with instructions to record the Arizona Beneficiary Deed.
3. **Revocation of Beneficiary Deed:** Keep this document in your file in case you want to cancel a recorded Beneficiary Deed. Use this document to revoke your previously recorded Beneficiary Deed. If you change your mind and want to cancel your Arizona Beneficiary Deed after it has been recorded, simply fill in the blank spaces in the document, sign it, have it notarized and then mail it to the county recorder with a letter in the form of the Revocation Letter (we prepare this letter for you - see 4 below) of the county in which the property is located with the appropriate recording fee. To be effective, the Revocation of Beneficiary Deed must be signed by the owner(s), notarized and recorded in the proper county.
4. **Revocation Letter:** Use this letter to record a Revocation of Beneficiary Deed. This is a letter from the owner(s) to the county recorder of the county in which the property is located with instructions to record the Revocation of Beneficiary Deed.
5. **Explanation Letter:** This letter explains your Arizona Beneficiary Deed and the other documents referred to above.
6. **How to Complete & Record Your Beneficiary Deed:** Detailed instructions on how to sign, notarize and record your Arizona Beneficiary deed by sending the deed with the Recordation Letter to the appropriate county recorder.
7. **How to Complete & Record Your Revocation of Beneficiary Deed:** Detailed instructions on how to sign, notarize and record your Revocation of Beneficiary deed by sending the document with the Revocation Letter to the appropriate county recorder.

If you have questions about Beneficiary Deeds for Arizona real property or this Agreement, call Rick at 602-906-4953, extension 101 (no charge for questions about Beneficiary Deeds for Arizona real property).

We require payment in advance before we provide prepare your Beneficiary Deed. Unless there are unforeseen costs (for example you want us to send documents to you via FedEx) or you hire us for additional services unrelated to preparing your Beneficiary Deed, the fee you select on the next page will be the only amount you pay us. We will you an itemized invoice. You agree to pay any unpaid amount within ten days after we mail the invoice. If you do not pay an invoice within thirty days, we may charge interest on unpaid amounts at the rate of 1.5% per month, and we may terminate our services and/or withdraw from further representation of the company. The entire amount you pay KEYTLaw, LLC, for fees and costs is nonrefundable, but you may nevertheless discharge KEYTLaw, LLC, and Richard Keyt at any time and in that event you may be entitled to a refund of all or part of the fee based upon the value of the representation.

We are not acting as your attorney in advising you with respect to this Agreement because we would have a conflict of interest in doing so. If we prepare one or more Beneficiary Deeds for you, the Firm will not represent you with respect to any other legal matter unless you and the Firm, sign a mutually acceptable engagement agreement that sets forth any additional services to be provided and the fees to be charged. We are being hired to provide legal services in connection with a specific matter. After

BENEFICIARY DEED INFORMATION

The information requested below is needed to prepare your Beneficiary Deed. Please answer all questions as completely as possible. This Questionnaire is in Adobe .pdf format. Using your computer, you can type the answers to the questions directly in each blank space. Press your TAB key to move to the next field in the form. After completing the Questionnaire, print it, sign it and follow the instructions at the end of the Questionnaire.

Full name(s) of all property owners:

Mailing address:

Street Address _____

City, State Zip Code _____

Telephones:

Primary Voice Phone _____

Cell Phone _____

Email address:

Property Information:

Street Address _____

_____, Arizona
City, Zip Code _____

County _____

Tax Parcel number (if known) _____

Beneficiaries: List the full names and relationships of all people or entities to inherit your property on your death. Note: all beneficiaries will take title as tenants in common and equal co-owners of the property):

Beneficiary Name

Relationship

What to do if a named beneficiary dies before the owners die:

If a beneficiary dies before all the owners, give the deceased person's share to:

Equally to the children of the deceased beneficiary: yes

Equally to the other living beneficiaries: yes

Important: Make a copy of the deed that conveyed title to the owner(s) and send it to us with this Agreement. The legal fee quoted above applies only if you give the Firm a copy of the deed by which you took title. We must have that deed because it contains the legal description of the property that goes in the Beneficiary Deed. If you do not have a copy of the deed, we'll charge you an additional \$100 to obtain a copy of the deed from the appropriate county recorder.