

STATUTORY WARRANTY DEED INSTRUCTIONS

The Statutory Warranty Deed form is required when deeding property to the City of Lake Stevens. When submitting your deed to the City, it must be accompanied with the following supporting documents:

- One copy of a certificate of title with attached documents, current to within 90 days of submittal. The title certificate must show in whose name the property is vested and include information concerning all encumbrances on the property.
- One copy of the legal description of the area to be deeded for public right-of-way, bearing the seal of a registered land surveyor signed in **Blue Ink**. The individual/grantor signing the deed must also initial and date all attachments/exhibits.
- One copy on 8 1/2 by 14 (legal size paper) of a legible scaled drawing of the area being deeded for public use, with sufficient ties to section lines or recorded plat lines to provide a means to verify legal description.
- One copy of calculations confirming all dimensions on the scaled drawing.
- In the event a company, corporation, limited liability, partnership, or a non-profit organization is to be the signatory on the document, evidence of signing authority is required. **ALL MEMBERS OF AN LLC ARE REQUIRED TO SIGN THE DEED.**
- Completed and signed Real Estate Excise Tax Form. Form to be obtained from the Department of Revenue.

Please submit the signed and notarized deed along with the above listed supporting documents to the Department of Public Works, Attention: Yosh Monzaki. The Department of Public Works will review the information to confirm that:

1. The individual signing the deed is the owner of the property and vested in the property as shown on the certificate of title.
2. The property being deeded for public use must be free and clear of all encumbrances. If the title report reflects any deeds of trust or liens, the property cannot be accepted by the City. You will be asked to have the encumbrances partially reconveyed. Once the reconveyance has been recorded releasing the encumbrance from the property being deeded, you will be required to provide a supplemental title report to verify that clear title exists on the area being deeded.
3. The legal description accurately describes the area required for public use.

If you have any questions concerning the above requirements, you may contact Yosh Monzaki, at (425) 212-3313 or by email at ymonzaki@lakestevenswa.gov.