

CITY OF JACKSONVILLE FORM DSD-RRC

Real Estate Forms Checklist for Review Documents

(LDPM Volume 1, Section 3.2)

INDIVIDUAL GRANTOR

I. GRANT BLOCK

- ☐ A. Names and marital status of individual Grantors
- ☐ B. Homestead property – spouses names are required if Grantors homestead
- ☐ C. Property not homestead – spouses names are not required if the property is not the Grantors homestead

II. LEGAL DESCRIPTION BLOCK

- ☐ A. Legal description approved by the City's Topo/Survey Section
- ☐ B. Property not homestead – notation after the legal description "the above described property is not the homestead of the Grantor" (if married, Grantor not joined by his/her spouse)

III. SIGNATURE BLOCK

- ☐ A. Look for consistency of names – all individuals named in the Grant Block must have signed the document
- ☐ B. Two witnesses are required to sign any conveyance of property

IV. NOTARY BLOCK

- ☐ A. Names and marital status should be identical to Grant Block
- ☐ B. Marital status of the individual grantor.
- ☐ C. Notary's signature
- ☐ D. Date
- ☐ E. Notary's seal and stamp
- ☐ F. Expiration date of the Notary's commission.

Note: All blanks in the Notary's block must be filled in. If not properly notarized, the document can not be recorded.

CORPORATE GRANTOR

I. GRANT BLOCK

- ☐ A. Name of the Corporation

II. LEGAL DESCRIPTION BLOCK

- ☐ A. Legal description approved by the City's Topo/Survey Section

III. SIGNATURE BLOCK (TWO OPTIONS)

- ☐ A. Signature of President, Vice President, or Chief Executive Officer; plus the Secretary and Corporate Seal
- or

- ☐ B. Signature of President and two witnesses (Corporate Seal not required)

IV. NOTARY BLOCK

- ☐ A. Look for consistency of names – all individuals named in the Signature Block must be named in the Notary Block

- _____ B. Titles of the individuals must be in the notary block (President, Vice President, or Chief Executive Officer)
- _____ C. Corporation Name
- _____ D. Notary's signature
- _____ E. Date
- _____ F. Notary's seal and stamp
- _____ G. Expiration date of the Notary's commission.

Note: All blanks in the Notary's block must be filled in. If not properly notarized, the document can not be recorded.

PARTNERSHIP

I. GRANT BLOCK

- _____ A. If title is held in the name of the partnership, one partner may execute on behalf of the partnership.
- _____ B. If title is not held in the name of the partnership, all partners must sign in their individual capacity
- _____ C. Look for the name of the partnership in the Grant Block. i.e. XYZ, A Florida Partnership or ZYX, Ltd., a Florida Limited Partnership
- _____ D. Look for the status of the partnership (general partnership or limited partnership)

II. LEGAL DESCRIPTION BLOCK

- _____ A. Legal description approved by the City's Topo/Survey Section

III. SIGNATURE BLOCK

- _____ A. Look for capacity (title) of the partner signing the document
- _____ B. Must match the Grant Block
- _____ C. Signature of two witnesses required

IV. NOTARY BLOCK

- _____ A. Name of the partnership
- _____ B. Type of the partnership
- _____ C. Capacity (title) of the individual signing the document
- _____ D. individual's name
- _____ E. Notary's signature
- _____ F. Date
- _____ G. Notary's seal and stamp
- _____ H. Expiration date of the Notary's commission.

Note: All blanks in the Notary's block must be filled in. If not properly notarized, the document can not be recorded.

JOINT VENTURES

NOTES:

1. Joint ventures are not legal entities (most frequently sent back for correction).
2. All participants in the joint venture must execute the document
3. Ask – Who are all the people in the joint venture? (should be able to tell from the Grant Section; Opinion of Title Letter would also indicate.
4. Use the attached forms, do not indicate that a joint venture is a corporation.
5. Need a signature block and notary block for each entity of the joint venture, there are nine possible combinations listed below.

Corporation/Corporation	Corporation/Partnership	Partnership/Partnership
Individual/Corporation/Partnership	Individual/Corporation/ Corporation	Individual/ Partnership/Partnership

GRANT OF EASEMENT DOCUMENT
(ALL UTILITIES)

Parcel Number: _____ **Project Name:** _____

THIS INDENTURE, Made this _____ day of _____, A.D., 20____ BETWEEN _____, as individual, party of the first part and City of Jacksonville, a municipal corporation in Duval County, State of Florida, party of the second part, whose mailing address is 117 W. Duval Street, Jacksonville, FL 32202.

WITNESSETH, that for and in consideration of the sum of One Dollar in hand paid to the parties of the first part by the party of the second part, the receipt of which is hereby acknowledged, said parties of the first part hereby give, grant, dedicate, and convey to the party of the second part, its successors and assigns, an unobstructed right-of-way and easement, with the right, privilege, and authority to said party of the second part, its successors and assigns, to construct, operate, lay, maintain, improve and or/repair associated equipment for drainage, sewer, water, other public utilities, or quasi-utilities, either on, along, over, through, across or under the following described land situate in Jacksonville, Duval County, Florida, to wit:

Insert legal description here.

TOGETHER with the right of said party of the second part, its successors and assigns, of ingress and egress to and over said above described premises, and for doing anything necessary or useful or convenient for the enjoyment of the easement herein granted, also the privilege of removing at any time any and all said improvements upon, over, under, or in said lands, together also with the right and easements, privilege and appurtenances in and to said land which may be required for the enjoyment of the rights herein granted.

IN WITNESS WHEREOF, the said Grantor has hereunto set their hand this _____ day of _____, A.D., 20____.

Signed, sealed and delivered
in the presence of:

Name: _____
Individual

Witness
Print Name: _____

By: _____

Witness
Print Name: _____

STATE OF FLORIDA
COUNTY OF DUVAL

I HEREBY CERTIFY that on this _____ day of _____, A.D., 20____, before me personally appeared _____, individual, to me known to be the persons described in and who executed the foregoing instrument, and severally acknowledged the execution thereof to be their free act and deed for the uses and purposes therein mentioned and has provided _____ as identification and has/has not taken an oath. They are personally known to me.

WITNESS my hand and official seal in the County and State last aforesaid, the day and year last aforesaid.

Notary Public, State of Florida

My Commission Expires: _____

WARRANTY DEED

Parcel Number: _____ **Project Name:** _____

THIS INDENTURE, Made this _____ day of _____, A.D., 20____ BETWEEN _____ as individual, party of the first part and City of Jacksonville, a municipal corporation in Duval County, State of Florida, party of the second part, whose mailing address is 117 W. Duval Street, Jacksonville, FL 32202.

WITNESSETH, that for and in consideration of the sum of One Dollar in hand paid to the parties of the first part by the party of the second part, the receipt of which is hereby acknowledged, said parties of the first part has granted, bargained, sold and conveyed to the party of the second part, its successors and assigns, forever the following described land situate in Jacksonville, Duval County, Florida, to wit:

Insert legal description here.

And the said Grantor does hereby fully warrant the title to said land, and will defend same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said Grantor has hereunto set their hand this _____ day of _____, A.D., 20____.

Signed, sealed and delivered
in the presence of:

Name: _____
Individual

By: _____

Witness
Print Name: _____

Witness
Print Name: _____

STATE OF FLORIDA
COUNTY OF DUVAL

I HEREBY CERTIFY that on this _____ day of _____, A.D., 20____, before me personally appeared _____, individual, to me known to be the persons described in and who executed the foregoing instrument, and severally acknowledged the execution thereof to be their free act and deed and has provided _____ as identification and has/has not taken an oath. They are personally known to me.

WITNESS my hand and official seal in the County and State last aforesaid, the day and year last aforesaid.

Notary Public, State of Florida

My Commission Expires: _____

DEED OF DEDICATION

Parcel Number: _____ **Project Name:** _____

THIS INDENTURE, Made this _____ day of _____, A.D., 20____ BETWEEN _____ as individual, party of the first part and City of Jacksonville, a municipal corporation in Duval County, State of Florida, party of the second part, whose mailing address is 117 W. Duval Street, Jacksonville, FL 32202.

WITNESSETH, that for and in consideration of the acceptance of this Dedication by the sum of the party of the second part, said parties of the first part has granted, dedicated, given, and conveyed to the party of the second part, its successors and assigns, forever the following described land situate in Jacksonville, Duval County, Florida, to wit:

Insert legal description here.

TO HAVE AND TO HOLD the same unto the part of the second part, its successors and assigns forever, in fee simple for a public street, including therein the right to construct , maintain and operate, either above or below the surface of the ground, electric light and power, water, sewer and drainage lines and other public utilities.

IN WITNESS WHEREOF, the said Grantor has hereunto set their hand this _____ day of _____, A.D., 20____.

Signed, sealed and delivered
in the presence of:

Name: _____
Individual

By: _____

Witness
Print Name: _____

Witness
Print Name: _____

STATE OF FLORIDA
COUNTY OF DUVAL

I HEREBY CERTIFY that on this _____ day of _____, A.D., 20____, before me personally appeared _____, individual, to me known to be the persons described in and who executed the foregoing instrument, and severally acknowledged the execution thereof to be their free act and deed and has provided _____ as identification and has/has not taken an oath. They are personally known to me.

WITNESS my hand and official seal in the County and State last aforesaid, the day and year last aforesaid.

Notary Public, State of Florida

My Commission Expires: _____