



**Crystal K. Kinzel**  
Collier County Clerk of the Circuit Court and Comptroller  
3315 Tamiami Trail East, Suite 102  
Naples, Florida 34112-5324

## Real Property Transfer Information Sheet

This information must be submitted with the following documents for them to be recorded in the Official Records: Agreements for Deeds, Deeds, Easements, and Assignments that transfer interest in real property.

### PROPERTY INFORMATION

Parcel ID \_\_\_\_\_  
Transfer from: \_\_\_\_\_  
(Grantor/Seller)  
Transfer To: \_\_\_\_\_  
(Grantee/Buyer)  
Date of Sale/Transfer: \_\_\_\_\_  
Purchase Price/Consideration: \$ \_\_\_\_\_  
Is there an existing Mortgage on the property? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what is the remaining balance? \$ \_\_\_\_\_

### DOCUMENTARY STAMPS

*Failure to pay required taxes may result in penalties and interest. F.A.C. 12B-4.005*

Are you paying full doc stamps? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If no, explain below)  
Are you paying minimal (\$0.70) doc stamps? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If no, explain below)  
Are you exempt under Florida Law or Administrative Code? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, explain below)  
If Agreement for Deed, are you delaying deed doc stamps? Yes \_\_\_\_\_ No \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SUBMITTER INFORMATION

Printed Name: \_\_\_\_\_  
Company/Firm Name: \_\_\_\_\_  
Submitter Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Role of Submitter: \_\_\_\_\_ GRANTOR, \_\_\_\_\_ GRANTEE, \_\_\_\_\_ AGENT  
Signature: \_\_\_\_\_