



## USE OF DEED-IN-BLANK IN PROPERTY TRANSACTIONS (RELOCATIONS)

**TO: TITLE COMMUNITY**

**FROM: RYAN A. COSTELLO, ESQUIRE**

**DATE: August 6, 2008**

**RE: USE OF DEED-IN-BLANK IN PROPERTY TRANSACTIONS  
(RELOCATIONS)**

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As relocation firms have become more prominent in the completion of some sales of real estate, and also in the preparation of conveyance documents for recording, we have found a need to revise our policy.

**For any conveyance of property where an intermediary temporarily holds title - as often occurs in those cases when an owner's relocation occurs prior to a completed sale of the property - two deeds are the preferred method of documenting the transaction.** Using two deeds provides a clean chain of title for the property being conveyed, and there is less administrative oversight needed in the recordation process. In such circumstances, use of a properly acknowledged Deed-In-Blank is permissible.

A Deed-In-Blank conveys title from the owner(s) to a resale purchaser (usually a real estate broker or firm specializing in employee relocations). It is called a "deed-in-blank" because the purchasers' name is not on the deed, as the property has not yet been resold by the broker/relocation firm.

**When recording a Deed-In-Blank, the submitter must include:**

- (a) two (2) separate PA Statements of Value (SOV) describing each transaction;**
- (b) two (2) separate real estate transfer tax checks for the State tax;**
- (c) two (2) separate real estate transfer tax checks for the local tax; and**
- (d) a separate check for the recording and administrative processing fees.**

Effective September 29, 2008, in addition to the recording fees, an administrative processing fee of \$51.50 will be collected for reviewing and processing each of these complex transactions.

Should you have further questions, please e-mail us at [RodInfo@chesco.org](mailto:RodInfo@chesco.org).

Thank you.