

CLIENT MEMORANDUM

INSTRUCTIONS FOR EXECUTION OF
A DEED CONVEYING NEW YORK REAL ESTATE

EXACT OBSERVANCE OF THESE INSTRUCTIONS IS ESSENTIAL to make this Deed effective. We suggest you check off the following steps as you perform them:

1. Obtain a Notary Public, who is not interested in the transaction. For example, the notary should not be one of the transferees of the property.

2. In the presence of the Notary Public, sign the Deed on the line above your printed name(s) on the last page. Sign as your name has been typed, i.e., using the same initials, etc. (This is how the transferor's name appears on the existing land records.)

3. Date the Deed above your signature(s).

4. Acknowledge to the Notary Public that your signature is your free act and deed, and have the Notary Public:
 - a) Insert the State, County, and City or Town of acknowledgment.

 - b) Insert the date of acknowledgment.

 - c) Sign his name on the line provided.

 - d) Print his name below his signature.

 - e) Impress his seal on the Deed.

 - f) Stamp the deed with his ink notarial stamp.

5. Please list your Social Security numbers below:

Names of Transferors
and Transferees

Social Security
Number

6. Please review these instructions and be sure you have followed them all. Then return the Deed and all the other documents signed, including these instructions, to us. Though not necessary to prove title, recorded copies will be returned to the transferee in several weeks when they have been registered by the County Clerk's office.

Thank you. Please call if you have questions.

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