

# LEGAL DOCUMENT ASSISTANTS

3550 Watt Ave. Ste. 140  
SACRAMENTO, CA 95826  
PH: 916-620-2446



LDA PRO

[www.Ldaprolegal.com](http://www.Ldaprolegal.com)

## TRANSFER QUESTIONNAIRE

Please complete one form per property address:

SALE (PRICE: \_\_\_\_\_) OR GIFT? (please circle)

PROPERTY ADDRESS(es): \_\_\_\_\_

IS THIS YOUR RESIDENCE? YES NO RENTAL? YES NO  
MAILING ADDRESS (if different) \_\_\_\_\_

TYPE OF PROPERTY: SINGLE FAMILY DUPLEX APT OTHER

NAME(S) TO BE ADDED OR DELETED (please circle or check): (or  
Transferred from and to)

\_\_\_\_\_  
\_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

HOW NEW TITLE SHOULD READ FOR EACH PERSON: (Mark X)

UNMARRIED MAN AS SOLE AND SEPERATE PROPERTY  
UNMARRIED WOMAN

MARRIED MAN JOINT TENANTS  
MARRIED WOMAN COMMUNITY PROPERTY  
HUSBAND AND WIFE COMMUNITY PROPERTY WITH RIGHT OF  
SURVIVORSHIP  
TENANTS IN COMMON

REASON FOR NEW DEED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

YOUR NAME \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Angela Jones  
Sac County LDA #2016-01

Legal Document Assistants is not a law firm. We can only provide self-help services  
at your specific direction.

**NOTICE TO CONSUMER**

**DO NOT SIGN ANYTHING BEFORE YOU READ THIS PAGE**

In the first conversation when you contacted the legal document assistant did he/she explain...

that *Legal Document Assistants* is not an attorney, and

*Legal Document Assistants* is not a law firm.

*Legal Document Assistants* cannot represent you in court.

*Legal Document Assistants* cannot advise you about your legal rights or the law.

*Legal Document Assistants* cannot select legal forms for you.

*Angela Jones* is registered in *Sacramento* County, and the registration number is 2016-01. To confirm that *Angela Jones* is registered, you may contact the *Sacramento* County clerk's office at: 916-874-6334

**Choose one:**

Yes, he/she explained.

No, he/she did not explain.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**LDA & Associates *d.b.a.***  
**Legal Document**  
**Assistants**

**3550 Watt Ave. Ste. 140**  
**Sacramento CA 95821**  
(916) 620-2446

[Contat@Ldaprolegal.com](mailto:Contat@Ldaprolegal.com)



**LDA PRO**

**LEGAL DOCUMENT ASSISTANT**  
**CONTRACT FOR SELF-HELP SERVICES**

**This is a contract between Legal Document Assistants and you,**

\_\_\_\_\_ ,

**for the self-help services described in Part I below. I am the "legal document assistant" and you are the "client."**

**IMPORTANT NOTICES**

1. You should read and understand this entire contract before you sign it. You should understand the kinds of services that I can and cannot perform for you (see Part I below).

**2. I am not an attorney. I cannot perform the legal services that an attorney performs. I cannot engage in the practice of law.**

**3. The county clerk has not evaluated *or* approved my knowledge or experience or the quality of my services.**

4. I cannot keep your original documents if you request that I return them to you. I cannot keep your original documents if you and I do not sign this contract or if this contract terminates (ends) for any reason. I cannot keep your original documents after all the contract services have been provided (see Part I below). It is a violation of California law if I keep your original documents under any of these circumstances.

5. It is a violation of California law if I make any false or misleading statement to you.

6. I cannot obtain special favors from, and I do not have any special influence with, any court or any state or federal agency.

7. As required by law, I have filed a bond or made a cash deposit and have registered as a legal document assistant in each county where I will perform services on your behalf.

## I. SELF-HELP SERVICES

*Kinds of services that I can perform for you:* I can perform the following self-help services for you in connection with a legal matter in which you are representing yourself: I can type or otherwise complete, as you specifically direct, legal documents that you have selected. I can provide you general published factual legal information that has been written or approved by an attorney, to help you represent yourself. I can provide you published legal documents. I can file and serve legal forms and documents as you specifically direct.

These are the only kinds of services that I can perform for you. I cannot provide you any service if you need additional services. If you need additional services, then you require the services of an attorney.

*Kinds of services that I cannot perform for you:* I cannot provide you any self-help service unless you are representing yourself in a legal matter and the self-help service relates to that legal matter.

**I cannot engage in the practice of law. This means that I cannot give you any kind of advice, explanation, opinion or recommendation about possible legal rights, remedies, defenses, strategies or options that you may have. I cannot give you any advice, explanation, opinion or recommendation regarding selection of forms.**

## II. FEES AND EXPENSES

You agree to pay me the following fees, costs and expenses:

I will provide you all the following services (list all services for which the client is being charged):

- A. Deed Transfer Preparation - \$299
- B. Plus County Recorder Fees (If Applicable)

Does not include any sales tax or transfer tax based on property value.

You are paying me only for those services listed above and no others. It is unlawful for me to make any guarantee or promise to you unless it is written in this contract and unless I have a factual basis for making the guarantee or promise.

## III. CANCELLATION

**You may cancel this contract for any reason within 24 hours after we both have signed it.**

**If you cancel the contract, I must immediately refund any fees which you have paid me. The only fees that I may keep are fees for services which I have actually, necessarily and reasonably performed on your behalf during the 24-hour period. I cannot keep any fees for**

**services performed during the 24-hour period unless you knew that I would perform those services and you expressly agreed in this contract that I would perform them.**

To cancel this contract, send me a written notice stating that you are canceling the contract. Mail the notice by first-class mail with the correct postage, and send it to me at my address (see Part V below). Cancellation takes effect on the date of the postmark on the notice. You can also cancel this contract by delivering a written notice of cancellation to my address within the 24-hour period.

You may also cancel this contract at any time if I:

- Fail to give you a copy of this contract before providing any services to you, or
- Fail to specify in the contract the services which I will perform and the costs of those services, or
- Fail to give you a copy of the contract in English and in any other language that you understand and that was principally used in any oral sales presentation or negotiation leading to execution of the contract.

If you cancel this contract for any of these reasons, I must immediately refund in full any fees which you have paid me.

You may also cancel this contract at any time if you have legal cause.

#### IV. ATTORNEY'S FEES AND COSTS

In the event of suit for damages arising from this contract or to enforce any of its provisions, the court may award the prevailing party his or her reasonable attorney's fees and costs. The venue for any disputes about this contract is the county where you live in California.

#### V. DESCRIPTION OF THE PARTIES

##### *Legal Document Assistant*

Full Name:	Angela Jones
Business Name:	Legal Document Assistants
Street Address of Business:	3550 Watt Ave. Ste 140
City, State, ZIP:	Sacramento, CA 95821
Telephone Number:	916-620-2446
Email:	contact@Ldapro.com
LDA Registration Information:	2016-01

I have filed a bond in Sacramento County, California.

##### *Client*

**Name of Client(s):** \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Best Phone Number(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Title or brief description of the legal matter in which the client is representing himself or herself:

\_\_\_\_\_

*Notices to Client*

You may obtain information from the local bar association or a legal aid or legal services office regarding free or low-cost representation by a lawyer.

You may contact the local police, sheriff, district attorney or legal aid or legal services office if you believe that you are the victim of fraud, unauthorized practice of law or other injury.

\_\_\_\_\_  
**(Client)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Client)**

\_\_\_\_\_  
**(Date)**

**THIS CONTRACT IS NOT VALID OR BINDING UNTIL THE LEGAL DOCUMENT ASSISTANT HAS GIVEN ALL CLIENT PARTIES A FULLY EXECUTED COPY OF IT, INCLUDING AN ACCURATE TRANSLATION OF IT IN ANY LANGUAGE OTHER THAN ENGLISH THAT THE CLIENT UNDERSTANDS AND THAT WAS PRINCIPALLY USED IN ANY ORAL SALES PRESENTATION OR NEGOTIATION LEADING TO EXECUTION OF THE CONTRACT.**

Authority cited: The use of this contract is required by Section 6410 of the California Business and Professions Code. Reference: Sections 6401.6, 6402, 6405, 6408, 6409, 6410, 6411, Business and Professions Code. The standard form of this contract is mandated by the California Department of Consumer Affairs, California Administrative Code title 16, § 3950.

NOTE: I am a member of the California Association of Legal Document Assistants, Inc. (CALDA), which promotes and encourages high standards of ethical and professional conduct by its members. CALDA has a Dispute Resolution Process which is designed to resolve disputes between consumers and CALDA member

**LDAs. You may learn more about this process by visiting [www.calda.org](http://www.calda.org) in the Board of Directors/"Code of Ethics" tab.**

**How did you find out about us?**

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