



REAL ESTATE CONVEYANCE SUBMITTAL FORM

Please submit this completed form along with all required documents to RP-Development@hcfl.gov

PROPERTY OWNER(S):

NAME		
MAILING ADDRESS		
CITY	STATE	ZIP
EMAIL	PHONE	

IS THERE A PENDING "CONTRACT FOR SALE" RELATED TO THIS REQUEST? ☐ YES ☐ NO

IF YES, PLEASE PROVIDE THE SCHEDULED OR TENTATIVE CLOSING DATE: _____

Note: If the closing occurs prior to County's acceptance and recording of the easement or deed, a new submittal package will be required.

AUTHORIZED AGENT (if applicable):

NAME		
MAILING ADDRESS		
CITY	STATE	ZIP
EMAIL	PHONE	

SITE INFORMATION:

ADDRESS
FOLIO NUMBER(S)
DEVELOPMENT SERVICES PROJECT NUMBER
INTEREST(S) REQUIRED TO BE CONVEYED TO THE COUNTY (check all that apply): ☐ Right-of-Way (Warranty Deed) ☐ Sidewalk Easement ☐ Utility Easement ☐ Other: _____

PLEASE READ CAREFULLY AND INITIAL:

_____ The undersigned hereby acknowledges and agrees they have read and understand all applicable requirements as set forth in the Requirements for Conveyances of Real Property Interests. It is further understood there may be additional requirements which may arise during the County's review of the submission package.

_____ The undersigned understands that releases or subordination instruments for any encumbrances affecting the property to be conveyed to the County will be required.

_____ The undersigned understands that easements and non-right-of-way conveyances must include legal access to public right-of-way.

_____ The undersigned understands that any delinquent taxes encumbering the property must be cleared prior to acceptance by the County.

_____ The undersigned understands and agrees that it is the Developer/Property Owner(s)'s affirmative obligation and duty to construct, at its sole cost and expense, any and all infrastructure as required by the Hillsborough County Land Development Code and the construction plans for the site, which may include but not be limited to sidewalks, roads, drainage pipes, culverts, utilities services infrastructure, etc. It is further understood and acknowledged that a certificate of occupancy will not be issued until such time that: 1) the real estate submittal is sufficient, accepted by the Board of County Commissioners, and recorded by County staff, and 2) all required infrastructure is constructed, inspected, and approved by the County.

Signature of Property Owner or Authorized Agent of Record:

Signature

Printed Name (and Title, if applicable)

Entity Name, if applicable (for LLCs, Corporations, Trusts, and Partnerships only)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, who ☐ is personally known to me or ☐ has produced _____ as identification.

NOTARY PUBLIC: (SEAL)

Sign: _____

Print: _____

My Commission Expires: _____