



## Jackson/Teton County Affordable Housing Department Request for Transfer on Death Deed

*The Restrictions on Affordable, Attainable, and Workforce/Employment-based homes do not allow homes to be placed in a Trust of any kind. Owners may record a Transfer on Death Deed, which transfers title upon the death of the owner to designated beneficiaries. The Transfer on Death Deed must be recorded using the Housing Department Provided form.*

Please follow these steps for a Transfer on Death Deed:

1. Submit this form, and the \$150.00 fee.
2. The Housing Department will prepare the Transfer on Death Deed and email it to you for review.
3. Once you have reviewed the Transfer on Death Deed, and are ready to have it recorded, the Housing Department will record it and mail you the original recorded document.

Legal Name of Homeowner(s) \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Legal name(s) of Grantee Beneficiary(s) who will be named on the Transfer of Death Deed.

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

*For Housing Department use only*

Date received \_\_\_\_\_

Ground Lease \_\_\_\_\_

Date of response \_\_\_\_\_

Restriction \_\_\_\_\_

Date Recorded \_\_\_\_\_

Deed Restriction \_\_\_\_\_

*Please follow-up with an email or phone call to be sure the Housing Department received your request submittal and fee. [nbuchanan@tetoncountywy.gov](mailto:nbuchanan@tetoncountywy.gov) (P) 307-732-0867 (F) 307-734-3864*