

Regulatory Services Department

History of Changes to Limited Practice Board-Approved Forms

Please note that the Limited Practice Board has made the following revisions to the forms that are approved for use by limited practice officers:

January 9, 2024: The Limited Practice Board, at its January 9, 2024 meeting, approved for LPO use the amended LPB Form 74-16 (r) Personal Representative Deed, adding the word “real” before the word “estate”. The amended form is effective as of posting.

October 10, 2023: The Limited Practice Board, at its October 10, 2023 meeting, approved for LPO use the amended LPB Forms 15-05 (i) and 15-05 (r) Bargain and Sale Deed, adding the word “real” before the word “estate”. The amended forms are effective as of posting.

January 10, 2023: The Limited Practice Board, at its January 10, 2023 meeting, approved for LPO use the amended LPB Form 30-05 Bill of Sale form in response to a request to delete the information in the form related to recording. The amended form is effective as of posting. The board decided that the prior LPO forms, LPB Form 30-05(i) and LPB Form 30-05(r), will expire on July 1, 2023.

October 4, 2022: The Limited Practice Board, at its October 4, 2022 meeting, approved for LPO use the amended LPB Forms 10.05(i) and (r) Statutory Warranty Deed. The amended forms remove the comma after “conveys” so that the punctuation in the form is the same as the statute RCW 64.04.030. The form is effective as of the posting date.

July 13, 2021: The Limited Practice Board, at its November 10, 2020 meeting, decided that all forms with a notary acknowledgment need to be updated with the short form of the acknowledgment as required by RCW 42.45.140. The statute for this new short form of the acknowledgment was effective October 1, 2020. At its July 13, 2021 meeting, the Limited Practice Board reviewed the updates to the forms and decided that the forms with the old acknowledgement may be used by LPOs until June 30, 2022, so that businesses may have time to update their software and forms banks. Beginning July 1, 2022, LPOs must use the revised board-approved forms with the statutory acknowledgment found in RCW 42.45.140.

August 14, 2018: The Limited Practice Board, at its August 14, 2018 meeting decided that LPOs are not allowed to engage in preparation of transfer on death deed (also known as a “TODD”). TODD is not a Limited Practice Board (LPB) -approved deed form. It was, however, previously understood that an LPO with written instruction by the party or parties could insert TODD language into an LPB-approved deed form. **Effectively immediately, LPOs are no longer allowed to engage in preparation of TODDs.**

March 13, 2018: The Limited Practice Board, at its March 13, 2018 meeting, eliminated the Special Warranty Deed form. The forms identified as LPB 16-09(i) and LPB 16-09(r) Special Warranty Deed will



no longer be approved for use by LPOs. In addition, the Board modified the Personal Representative Deed identified as LPB 74-16(i) by changing what is currently in the title of the deed in a parenthetical from “(Not Statutory)” to “(Bargain and Sale Deed – RCW 64.04.040).” Both actions are effective January 1, 2019.

Oct. 18, 2016: The Limited Practice Board, at its Oct. 18, 2016 meeting, adopted and approved for LPO use a new form LPB 74-16 (i) Personal Representative Deed to respond to those who requested a Personal Representative Deed. The form is effective as of posting Oct. 24, 2016.

April 25, 2014: The Limited Practice Board, at its April 22, 2014 meeting, revised forms LPB 22-05 (i) & (r) Deed of Trust and LPB 22A-05 (i) & (r) Deed of Trust with Due on Sale and Due Date. The revised forms include an optional paragraph titled “No Further Encumbrances” which must be initialed by the grantor and beneficiary to be applicable. The revisions are to respond to recently changed NWMLS Form 22C, Section 1.E. The current forms may be used until Oct. 25, 2014.

April 19, 2011: The Limited Practice Board, at its April 19, 2011 meeting, removed the Use Tax Return, LPB form 72-05 from the list of approved forms maintained by the Board. Instead, the Board approved the use of the Consumer Use Tax Return as maintained by the Department of Revenue (www.dor.wa.gov). The Board entered the Consumer Use Tax Return into Section 4 of the Table of Contents for forms approved for use by LPOs. The current form LPB 72-05 may be used until Oct. 18, 2011.

Jan. 4, 2010: The Limited Practice Board, at its Dec. 15, 2009 meeting, adopted and approved for LPO use a new form Special Warranty Deed effective Jan. 4, 2010. It is numbered 16-09(i) and 16-09(r); indicating individual or representative acknowledgement. The Board will no longer adopt forms in legal size but LPOs are free to format the forms to legal size paper.

April 21, 2009: The Limited Practice Board amended LPB 15-05, Bargain & Sale Deed, by deleting the last paragraph so that it conformed to the statutory language in RCW 64.04.040. The non-revised version of the form may not be used after Oct. 21, 2009.

March 2, 2009: The Limited Practice Board amended LPB 44-05, Real Estate Contract-Short Form, by replacing the word "Buyer" with the word "Purchaser" throughout the document. Prior to the amendment, it was the only form with "Buyer" as opposed to "Purchaser." In addition, the Board amended LPB 45-05, Real Estate Contract-Long Form, by moving the signature and notary sections to the end of the document, thereby causing the terms to be a part of the document rather than an attachment and it is a more logical position for the signature and notary sections. The revised forms are identified as LPB 44-05 (ir) rev. 3/2009, LPB 44-05 (ir-l) rev. 3/2009, LPB 45-05 (ir) rev. 3/2009 and LPB 45-05 (ir-l) rev. 3/2009.

Jan. 1, 2009: The Limited Practice Board amended LPB 24-05, Request for Partial Reconveyance, by deleting unnecessary language following the Tax Parcel Number because that practice is no longer followed. The amended Request for Partial Reconveyance is identified as LPB 24-05 rev 1/2009.

Aug. 19, 2008: The Limited Practice Board amended the forms Table of Contents to update Sections 3 and 4 regarding UCC forms and security agreement forms. The amendment to Section 3 approves LPO completion of all UCC forms accepted by the Washington Department of Licensing. The amendment to



Section 4 approves completion of security agreement forms that have been prepared in-house by the closing firm and have been approved by the closing firm for use in the type of transaction being handled by the LPO.

April 22, 2008: The Limited Practice Board approved a new form for use by Limited Practice Officers. The form is the Personal Property Security Agreement form and is numbered LPB 73-08. It is effective April 22, 2008. It became available on the website in Word format April 23, 2008.

This form is intended for use in Washington State consumer transactions and for related personal property specified in Exhibit A; it is not intended for general use in commercial or business transactions. Typically, the Washington State Limited Practice Officer will find this agreement useful in residential appliance, vehicle and mobile home secured transactions.

Feb. 28, 2008: The Short Form Deed of Trust, LPB 20-05, was amended to increase the font size of the county table to 8 point font to comply with recording statutes. The new version is identified with a revision date of 2/2008. All other parts of the form remain the same.

Dec. 2006: The Quit Claim, LPB 12-05, was amended to add "together with all after acquired title of the grantor(s) herein," which was on the original Quit Claim Deed forms and omitted in error when the revised forms were published earlier in the year.

The consideration wording in the Bill of Sale, LPB 30-05 was amended to read "For and in consideration of (blank space) the receipt of which is acknowledged..." which now enables the user to fill in a defined amount of consideration.

The Promissory Notes numbered LPB 25-05, 26-05, 27-05 and 28-05 have all been eliminated in favor of the Promissory Note LPB 28A-05 and 28A-05(l), which are the only approved note forms.

