



DOCUMENT PREPARATION REQUEST FORM

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DATE OF DOCUMENT REQUEST: \_\_\_\_\_ AND DOCUMENT TYPE:

- Real Estate Contract (REC)
Assignment of Seller's Int.
Indemnification
Memorandum of REC
Assignment of Buyer's Int.
Sole/Separate Agreement
Mortgage (MTG)
Warranty Deed
Assignment of Trust Funds
Deed of Trust (DOT)
Warranty Deed - JT
Well Share Agreement
Note
Special Warranty Deed (SWD)
Easement Agreement
Release of MTG/DOT
SWD - JT
Other: \_\_\_\_\_

\*\*\*For RECs, Mortgages, Deeds of Trust/Notes, include copy of purchase agreement and any addenda\*\*\*

SELLER(S): \_\_\_\_\_
Marital Status: \_\_\_\_\_ SELLER(S) IS: Out of Town [ ] Signing as POA [ ]
Address: \_\_\_\_\_

BUYER(S): \_\_\_\_\_
Marital Status: \_\_\_\_\_ BUYER(S) IS: Out of Town [ ] Signing as POA [ ]
Address: \_\_\_\_\_

SALES PRICE: \$ \_\_\_\_\_ DOWN PAYMENT: \$ \_\_\_\_\_ BALANCE: \$ \_\_\_\_\_

Effective Date of Document \_\_\_\_\_

Escrow Agent: \_\_\_\_\_

Balance: \$ \_\_\_\_\_ / Payable \$ \_\_\_\_\_ [ ] Monthly / [ ] Quarterly / [ ] Half-year

Interest Rate \_\_\_\_\_ % / Interest Accrues from: \_\_\_\_\_

First Payment Due: \_\_\_\_\_ / Due and Payable in Full: \_\_\_\_\_

Disbursement Instructions: [ ] As Seller Directs / [ ] To Underlying

Prorate taxes to \_\_\_\_\_ Seller's Consent to Transfer Required (Y/N) \_\_\_\_\_

Insurance coverage: Liability \$ \_\_\_\_\_ / Improvements \$ \_\_\_\_\_

Default Period \_\_\_\_\_ days / Late charge of \$ \_\_\_\_\_ if \_\_\_\_\_ days late

Escrow Fees paid by: Disbursement: [ ] Seller / [ ] Buyer Close-Out: [ ] Seller / [ ] Buyer

Title Insurance: [ ] Closing / [ ] At REC Payoff / [ ] Search Only / [ ] None

Application of Payments: [ ] Periodic / [ ] Daily

[ ] Underlying Encumbrances: [ ] Assumed by Buyer(s) / [ ] Not Assumed by Buyer(s)

[ ] Manufactured Home: Make: \_\_\_\_\_ / Model: \_\_\_\_\_
Year \_\_\_\_\_ / VIN: \_\_\_\_\_

[ ] HOA/Condo-Unit: To Be Paid: [ ] Through Escrow / [ ] Outside of Escrow [ ] By Seller(s) / [ ] By Buyer(s)
Current Amount \$ \_\_\_\_\_ Paid: [ ] Monthly [ ] Quarterly [ ] Yearly

[ ] MRCGD Parcel ID No. \_\_\_\_\_

UNDERLYING ENCUMBRANCES (Mortgage or REC): If Wrapped, send copy of ALL underlying-obligation documents, and current payment and balance statement from mortgage or escrow company.

NO. 1: Date of Document
Balance: Payable \$ per mo.
P&I \$ T&I \$
Interest Rate % Adjustable Rate (Y/N)
Next payment due date
RECORDING INFO:
Date Book Page
Document #
Escrow/Mortgage Co:
Address:
Account/Reference #:
Due and Payable:
Buyer Assumes and agrees to pay (Y/N)
Underlying obligation to be paid by:
[ ] Escrow Agent / [ ] Seller

NO. 2: Date of Document
Balance: Payable \$ per mo.
P&I \$ T&I \$
Interest Rate % Adjustable Rate (Y/N)
Next payment due date
RECORDING INFO:
Date Book Page
Document #
Escrow/Mortgage Co:
Address:
Account/Reference #:
Due and Payable:
Buyer Assumes and agrees to pay (Y/N)
) Underlying obligation to be paid by:
[ ] Escrow Agent / [ ] Seller

SPECIAL INSTRUCTIONS: \_\_\_\_\_

ORDERED BY: Title Company: \_\_\_\_\_ Agent: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Need By Date: \_\_\_\_\_ Time: [ ] AM [ ] PM

We Thank You for Your Business!