

DOCUMENT PREPARATION REQUEST FORM Email to: annie.baker@relanm.com

Phone: 505.295.4600

DATE OF DOCUMENT REQUEST:		AND DOO	COMENT TILE.	
☐ Real Estate Contract (REC)	Assignment	of Seller's Int.	Indemnification	
☐ Memorandum of REC	☐ Assignment		■ Sole/Separate Agreem	ent
☐ Mortgage (MTG)	■ Warranty D	•	Assignment of Trust F	unds
☐ Deed of Trust (DOT)	■ Warranty D	eed - JT	■ Well Share Agreement	
□ Note	Special War	ranty Deed (SWD)	■ Easement Agreement	
Release of MTG/DOT	\square SWD – JT	• , , ,	Other:	
****For RECs, Mortgages, Deeds of	Trust/Notes, inc	lude copy of purchase	e agreement and any adden	 da***
SELLER(S):				
Marital Status:	SELLE	R(S) IS: Out of To	wn Signing as POA	
Address:			~~ ~	
BUYER(S): Marital Status:	BUYE	R(S) IS: Out of Toy	wn Signing as POA	
Address:				
SALES PRICE: \$DO	WN PAYMENT		BALANCE: \$	
Effective Date of Document				
Escrow Agent:				
Balance: \$/ Payable S			Quarterly / Half-year	
Interest Rate% / Interest Accru				
First Payment Due:				
Disbursement Instructions: As Seller		• •		
Prorate taxes to	Seller's (Consent to Transfer 1	Required (Y/N)	
Insurance coverage: Liability \$	/]	mprovements \$		
Default Period days / Late charge				
Escrow Fees paid by: Disbursement:				
Title Insurance: □ Closing / □ At REC		earch Only / 🔲 None		
Application of Payments: Periodic /		. 🗕		
☐ Underlying Encumbrances: ☐ Assur			Buyer(s)	
		/ Model:		
Year / VIN:				
Year/ VIN: ■ HOA/Condo-Unit: To Be Paid: ■ Thr	ough Escrow /	Outside of Escrow	■ By Seller(s) / ■ By	
Year/ VIN: HOA/Condo-Unit: To Be Paid: The Current Amount \$	ough Escrow / Paid: Mon	Outside of Escrow	■ By Seller(s) / ■ By	
Year/ VIN:	rough Escrow / Paid: Mon	Outside of Escrow thly Quarterly	By Seller(s) / By Yearly	Buyer(s)
Year/ VIN: HOA/Condo-Unit: To Be Paid: The Current Amount \$	rough Escrow / Paid: Mon Mortgage or RE	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send	By Seller(s) / By Yearly I copy of ALL underlying-	Buyer(s)
Year/ VIN: HOA/Condo-Unit: To Be Paid: □ Thr Current Amount \$ MRCGD Parcel ID No UNDERLYING ENCUMBRANCES (Modocuments, and current payment and balance)	rough Escrow / Paid: Mon Mortgage or RE ce statement from	Outside of Escrow thly Quarterly C: If Wrapped, send	By Seller(s) / By Yearly I copy of ALL underlying-ompany.	Buyer(s)
Year/ VIN: HOA/Condo-Unit: To Be Paid: □ Thr Current Amount \$ MRCGD Parcel ID No UNDERLYING ENCUMBRANCES (Macdocuments, and current payment and balance) NO. 1: Date of Document	rough Escrow / Paid: Mon Mortgage or RE ce statement from	Outside of Escrow thly Quarterly C: If Wrapped, send mortgage or escrow co	By Seller(s) / By Yearly I copy of ALL underlying- ompany.	Buyer(s)
Year/ VIN:	rough Escrow / Paid: Mon Mortgage or RE ce statement from per mo.	Outside of Escrow thly Quarterly C: If Wrapped, send mortgage or escrow co NO. 2: Date of Do Balance:	By Seller(s) / By Yearly It copy of ALL underlying- company. Decument Payable \$	Buyer(s) obligation per mo.
Year/ VIN: HOA/Condo-Unit: To Be Paid: □ Thr Current Amount \$ MRCGD Parcel ID No UNDERLYING ENCUMBRANCES (Modocuments, and current payment and balance) NO. 1: Date of Document Balance: Payable \$ P&I \$ T&I \$	Paid: Mon Mortgage or RE ce statement from per mo.	Outside of Escrow thly Quarterly C: If Wrapped, send mortgage or escrow co NO. 2: Date of Do Balance: P&I \$	By Seller(s) / By Yearly I copy of ALL underlying- company. Cument Payable \$ T&I \$	Buyer(s) obligation per mo.
Year/ VIN: HOA/Condo-Unit: To Be Paid: □ Thr Current Amount \$ MRCGD Parcel ID No UNDERLYING ENCUMBRANCES (Mocuments, and current payment and balance) NO. 1: Date of Document Balance: Payable \$ P&I \$ T&I \$ Interest Rate % Adjustable Rate	rough Escrow / Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N)	Outside of Escrow thly Quarterly C: If Wrapped, send mortgage or escrow co NO. 2: Date of Do Balance: P&I \$ Interest Rate	By Seller(s) / By Yearly I copy of ALL underlying- company. Coument Payable \$ T&I \$ Majustable Rate (Y/	Buyer(s) cobligation per mo. N)
Year/ VIN:	rough Escrow / Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N)	Outside of Escrow thly Quarterly C: If Wrapped, send mortgage or escrow co NO. 2: Date of Do Balance: P&I \$ Interest Rate Next payment due	By Seller(s) / By Yearly I copy of ALL underlying- company. Cument Payable \$ T&I \$ Majustable Rate (Y/ date	Buyer(s) cobligation per mo. N)
Year/ VIN:	rough Escrow / Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N)	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow co NO. 2: Date of Do Balance: P&I \$ Interest Rate Next payment due RECORDING INF	By Seller(s) / By Yearly I copy of ALL underlying- company. Cument Payable \$ T&I \$% Adjustable Rate (Y/) date FO:	Buyer(s) cobligation per mo. N)
Year/ VIN:	rough Escrow / Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) Page	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Majustable Rate (Y/) date FO: Book Pag	Pobligation per mo. N) e e
Year/ VIN:	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) Page	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Cument Payable \$ T&I \$ % Adjustable Rate (Y/) date FO: Book Page	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) dage	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Mate FO: Book Page Co:	per mo. N) e per N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) age	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Majustable Rate (Y/) date FO: Book Pag Co:	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) dage dage	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage of the	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Majustable Rate (Y/) date FO: Book Page Co:	per mo. N) e per N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) age age	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Majustable Rate (Y/) date FO: Book Pag Co: e#:	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) age age	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Majustable Rate (Y/) date FO: Book Page Co:	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) age age	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) dage dag	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Majustable Rate (Y/) date FO:Book Page Co: e#: d agrees to pay (Y/N)	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) dage dag	Outside of Escrow thly Quarterly Quarterly C): If Wrapped, send mortgage or escrow comortgage or escrow comortgag	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) Page	Outside of Escrow thly Quarterly C: If Wrapped, send mortgage or escrow co NO. 2: Date of Do Balance: P&I \$	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) Page	Outside of Escrow thly Quarterly Y C): If Wrapped, send mortgage or escrow co NO. 2: Date of Do Balance: P&I \$ Interest Rate Next payment due RECORDING INF Date Document # Escrow/Mortgage Address: Account/Reference Due and Payable: Buyer Assumes and Underlying Escrow Age	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Mate FO: Book Page Co: #: d agrees to pay (Y/N) g obligation to be paid by : ent / Seller	Pobligation per mo. N) e
Year	Paid: Mon Mortgage or RE ce statement from per mo. e (Y/N) dage dag	Outside of Escrow thly Quarterly Y C): If Wrapped, send mortgage or escrow co NO. 2: Date of Do Balance: P&I \$ Interest Rate Next payment due RECORDING INF Date Document # Escrow/Mortgage Address: Account/Reference Due and Payable: Buyer Assumes and) Underlying Tescrow Age Agent: Phone Number	By Seller(s) / By Yearly I copy of ALL underlying- company. Payable \$ T&I \$ Adjustable Rate (Y/) date FO: Book Pag Co: e #: d agrees to pay (Y/N) g obligation to be paid by : ent / Seller	Pobligation per mo. N) e