



Ordered By: _____ Company: _____
 Phone: _____ Fax: _____ Email: _____
 Property Address: _____ City: _____
 State: _____ Zip: _____ County: _____

Borrower Information: NEW LOAN AMOUNT: _____ Married
 Single
 Names:
 1. _____ 2. _____
 Borrower #1: SSN: _____ Borrower #2: SSN: _____
 Contact #: H: _____ W: _____ H: _____ W: _____
 C: _____ Fax: _____ C: _____ Fax: _____
 Email: _____ Email: _____
 Payoff Info: 1st Mort.: _____ Acct. #: _____ Phone: _____
 2nd Mort.: _____ Acct. #: _____ Phone: _____
 New Lender Name and Address:

 Loan Officer: _____ Processor: _____
 Contact #: Office: _____ Cell: _____ Office: _____
 Fax: _____ Fax: _____
 Email: _____ Email: _____

Other Items/Instructions:
 Hazard Insurance Info:
 Insurer: _____ Agent: _____
 Office: _____ Fax: _____ Premium: _____ Paid Unpaid
 Appraiser: _____ Phone: _____ Cost: _____ Paid Unpaid
 Docs needed from title:
 CPL / CPC
 Wire Instructions
 Prelim HUD for title fees
 Chain of Title
 Tax Letter
 Other Notes or Instructions:

