



DOCUMENT PREPARATION REQUEST FORM

Email to: annie.baker@relanm.com

Phone: 505.295.4600

DATE OF DOCUMENT REQUEST: AND DOCUMENT TYPE: (Check all applicable).

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

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

REQUESTED DOCUMENT INFORMATION: 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 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 Other Application of Payments: Periodic / Daily Seller(s)' Consent to Sell Required: YES / NO MRCGD 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

SPECIAL INSTRUCTIONS:

ORDERED BY: Title Company: Agent: E-Mail Address: Phone Number: Need By: Date: Time: (am/pm)

WE THANK YOU FOR YOUR BUSINESS!