



DOCUMENT PREPARATION REQUEST FORM

Email to: annie.baker@relanm.com

Phone: 505.295.4600

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:
Address:
SELLER(S) IS: Out of Town Signing as POA

BUYER(S):
Marital Status:
Address:
BUYER(S) IS: Out of Town Signing as POA

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!