

Legal Services Request-Escrow Holdback

Order Forms for specific documents can be downloaded from our website: www.gregg-valby.com/forms.aspx

To Submit Digitally:

- Complete and save submission cover page
- Complete and save request form (if applicable)
- Save 1st page of 1003
- Email file to: legalreview@gregg-valby.com
- Order of attachments:
 - Legal Services Request
 - Order Form
 - 1st page of 1003
 - Complete Trust/P.O.A./etc.

To Submit Using Hard-Copies:

- Complete the submission cover page
- Complete Request Form (if applicable)
- Stack file:
 - Submission Cover Page
 - Order Form
 - 1st page of 1003
 - Complete Trust/P.O.A./etc.
- Fax to: 800-688-1809
Or
- Scan and save as an image file
- Email file to: legalreview@gregg-valby.com

G&V Client Name:

Phone #:

Loan #:

Contact:

Email:

Final Investor's Name:

Closing Date:

State of Closing:

Borrower's Name:

Property Address:

City:

State:

Zip:

Notes:

If you have any questions:

Call 800.688.1006 & Ask for Legal Production Department

or

Email: legal-production@gregg-valby.com

Date:

Accompanying the Order Form needs to be:

- Contractor Bid/Contract
 - Schedule "A" – Legal Description
 - 1st Page of Lender's Closing Instructions
 - Other:
-

Complete the following:

Borrower(s):

Borrower(s) marital status:

Amount to hold:

Source of funds: Borrower(s) \$ Seller \$ Lender \$

(if more than one party, break down amounts contributed by each party above)

Party to escrow the funds: Lender Settlement Agent

Has a deposit been made by the borrower prior to closing? *(If yes, include amount)*

Yes \$ No Unknown

Additional Requests: