

Mechanic's & Materialman's Lien
Document Preparation Request

To Submit Digitally:

- Complete and save this request form and attach applicable documents
- Email file to: docservices@gregg-valby.com

To Submit Using Hard-Copies:

- Complete this request form and attach applicable documents
- Fax to: 800-688-1809
- Or
- Scan and save as an image file
- Email file to: docservices@gregg-valby.com

**A Gregg & Valby team member will be in contact
with you regarding any questions. Thank you!**

Date: _____ From: _____ Phone: _____
Return to (fax number or email address): _____
Borrower: _____ GF Number: _____

Accompanying the Order Form needs to be:

- Closing Instructions
- Contractor Bid/Contract/Proposal
- Schedule "A" – Legal Description
- Other: _____

Complete the following:

Total Cost of Repairs: \$ _____
Maturity Date as determined by Lender: _____
Right of Rescission: Yes No

Will you require an Escrow Holdback Agreement: Yes No

(If yes, please complete the Escrow Holdback Request form)

Instructions for delivery of Mechanic's & Materialman's Lien(s):

- Email: _____
- Fax #: _____
- Mail _____
- Overnight (FedEx or UPS) 3rd Party Account # to be billed: _____

Recipient's Name: _____
Recipient's Address: _____
Recipient's Phone #: _____

If you have any questions:
Call 800.688.1006 and ask for our Document Services Department
or
Email: legalstaff@gregg-valby.com