

### Multiple Document Preparation Request

**To Submit Digitally:**

- Complete and save this request form and attach applicable documents
- Email file to: [docservices@gregg-valby.com](mailto: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](mailto: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
- Title Commitment Schedule A, B, & C (*for POA's and M&M's only Schedule A is required*)
- Earnest Money Contract / Sales Agreement
- Contractor Bid / Contract / Proposal (*for Escrow Agreements and M&M Liens*)
- Other: \_\_\_\_\_

**Documents Requested:**

- Deed
- Releases of Lien
- Escrow Holdback Agreement
- Mechanic's Lien
- Subordination Agreement
- Curative Title Work

**Deed:**

- As Is
- Assumption
- Cash
- Mineral Reservation
- Owelty
- Quitclaims
- Vendor's Lien
- Vendor's Lien (1<sup>st</sup> & 2<sup>nd</sup>)
- Other \_\_\_\_\_

Trustee for new Lender: \_\_\_\_\_  
(As referenced on Security Instrument)

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**Releases of Lien:**

Lien(s) to be released – Schedule C Item No(s): \_\_\_\_\_, / \_\_\_\_\_, / \_\_\_\_\_, / \_\_\_\_\_, / \_\_\_\_\_,

**Escrow Holdback Agreement:**

Amount to hold: \$ \_\_\_\_\_  
Source of funds:  Borrower \$ \_\_\_\_\_  Seller \$ \_\_\_\_\_  Lender \$ \_\_\_\_\_  
 Other \_\_\_\_\_

Funds to be held by:  Settlement Agent  Lender  
Has a deposit been made by the borrower prior to closing?  Yes \$ \_\_\_\_\_  No  Unknown

**Mechanic's Lien:**

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

**Subordination Agreement(s):**

Lien(s) to be subordinated – Schedule C Item No(s): \_\_\_\_\_, / \_\_\_\_\_, / \_\_\_\_\_, / \_\_\_\_\_, / \_\_\_\_\_,  
Trustee for new Lender: \_\_\_\_\_  
(As referenced on Security Instrument)

**Curative Title Work:**

Description of Issue: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions for delivery of Documents:**

- 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](mailto:legalstaff@gregg-valby.com)