

Power of Attorney 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:

- Schedule "A" of Title Commitment
- Earnest Money Contract / Sales Agreement (Purchase only)
- Other: _____

Complete the following:

Principal / Grantor's Name: _____
(Name of Person who will grant authority to another to act as his/her agent pursuant to a Power of Attorney – written exactly as loan documents will be prepared)

Principal / Grantor's Address: _____
City: _____ State: _____ Zip: _____
(Residing Address of Grantor)

Agent's Name: _____
(Name of Person who will be granted authority to sign documents pursuant to a Power of Attorney – written exactly as loan documents will be prepared)

Agent's Address: _____
City: _____ State: _____ Zip: _____
(Residing Address of authorized Agent)

Relationship between Principal & Agent: Spouse Other _____

POA will be executed in: City: _____ State: _____ or Foreign Country: _____

Is the Principal/Grantor a member of the Armed Forces (i.e. a Veteran)? Yes No

Will this POA be used by the Principal for a VA loan? Yes No

Instructions for delivery of Power of Attorney:

- 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