

Deed 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): _____

Buyer/Borrower: _____ GF Number: _____

Accompanying the Order Form needs to be:

- Closing Instructions
- Title Commitment
- Earnest Money Contract / Sales Agreement
- Other: _____

Type of Deed:

- As Is
- Assumption
- Cash
- Mineral Reservation
- Owelty
- Quitclaims
- Vendor's Lien
- Vendor's Lien (1st & 2nd)
- Other _____

Lender Trustee: _____
(As referenced on Security Instrument)

Prepare Releases of Lien: Yes No (If yes, list liens to be released below)

Schedule "C", Item # _____, / _____, / _____, / _____

Instructions for delivery of Warranty Deed:

- 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