

Document Services Request Form

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!**

Title Company Name: _____
Contact Name: _____
Phone: _____ Fax: _____
Email Address: _____
Return to (email address): _____

Document(s) Needed:

GF Number: _____ Closing Date: _____ Closing Time: _____
Sellers' Name: _____
Borrowers' Name: _____
Property Address: _____
City: _____ State: _____ Zip: _____

Notes:

If you have any questions:

Call 800.688.1006 and ask for our Document Services Department

Or

Email: legalstaff@gregg-valby.com