



Date: \_\_\_\_\_ Short Sale: \_\_\_\_\_ Regular Sale: \_\_\_\_\_ Escrow Officer: \_\_\_\_\_

**LOAN DETAILS**

Loan Originator: \_\_\_\_\_ Loan Officer: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 Loan Officer's Phone: \_\_\_\_\_ Loan Officer's Fax: \_\_\_\_\_  
 Processor: \_\_\_\_\_ Processor's Phone: \_\_\_\_\_  
 Processor's Fax: \_\_\_\_\_ Processor's Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 LOAN AMOUNT (1<sup>ST</sup>): \_\_\_\_\_ LOAN AMOUNT (2<sup>ND</sup>): \_\_\_\_\_

**BORROWER**

Borrower's Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
 Co-borrower's Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
 Borrower's #: \_\_\_\_\_ Work #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Co-borrower's #: \_\_\_\_\_ Co-Work #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Alternative #: \_\_\_\_\_

**TITLE**

**ORDER TITLE?** YES  NO  Title Order #: \_\_\_\_\_  
 Title Company: \_\_\_\_\_ Title Officer: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Sales Rep. Credit to: \_\_\_\_\_ Sales Rep. Phone: \_\_\_\_\_

**PAY OFF**

**PAY OFF INFORMATION:**  
 1<sup>ST</sup> Trust Deed: \_\_\_\_\_ Approx. Balance: \_\_\_\_\_  
 Loan #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 2<sup>ND</sup> Trust Deed: \_\_\_\_\_ Approx. Balance: \_\_\_\_\_  
 Loan #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**INSURANCE**

Insurance Co.: \_\_\_\_\_ Agent: \_\_\_\_\_ Email: \_\_\_\_\_  
 Policy #: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_