

# STEIDER & ASSOCIATES, P.C.

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## **REAL ESTATE DOCUMENT ORDER FORM** **FAX REQUESTS TO CINDY AT (505) 275-1554**

DOCUMENTS REQUESTED: RANM 11 REC \_\_\_\_\_ RANM 2104 REC \_\_\_\_\_  
MORTGAGE \_\_\_\_\_ NOTE \_\_\_\_\_ ASSIGNMENT \_\_\_\_\_ OTHER \_\_\_\_\_

DOCUMENTS NEEDED BY: \_\_\_\_\_ (TIME) \_\_\_\_\_ (DATE)

DOCUMENTS TO BE DATED: \_\_\_\_\_

SELLER(S): \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

ADDRESS: \_\_\_\_\_ JOINT TENANTS? \_\_\_\_\_

PURCHASER(S): \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

ADDRESS: \_\_\_\_\_ JOINT TENANTS? \_\_\_\_\_

NOTIFICATION ADDRESS (IF DIFFERENT) \_\_\_\_\_

LEGAL DESCRIPTION: ATTACH A COPY OF THE TITLE BINDER, DEED, OR MTG. TO ASSURE ACCURATE TRANSCRIPTION.

ADDITIONAL INFORMATION: PLEASE ATTACH A COPY OF THE PURCHASE AGREEMENT, PURCHASE AGREEMENT ADDENDUM, OR ANY OTHER AGREEMENT WHICH MEMORIALIZES THE AGREED TERMS AND CONDITIONS OF THE TRANSACTION.

UNDERLYING ENCUMBRANCES: \_\_\_\_\_

DATED: \_\_\_\_\_ FILED: \_\_\_\_\_ BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_ DOCUMENT # \_\_\_\_\_

ASSUME AND AGREE TO PAY: \_\_\_\_\_ DO NOT ASSUME AND AGREE TO PAY: \_\_\_\_\_

LIENHOLDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(MTG/REC) UNDERLYING BALANCE: \$ \_\_\_\_\_ MONTHLY PI: \$ \_\_\_\_\_ PITI \$ \_\_\_\_\_

INTEREST RATE: \_\_\_\_\_ %

SIGNING OUT OF TOWN: \_\_\_\_\_ (SELLER/PURCHASER) STATE: \_\_\_\_\_ COUNTY: \_\_\_\_\_

PURCHASE PRICE: \$ \_\_\_\_\_ DOWN PAYMENT: \$ \_\_\_\_\_

THIS REC BALANCE: \$ \_\_\_\_\_ INT. RATE \_\_\_\_\_ % PAYMENT \$ \_\_\_\_\_ (MTH/ QTR/ YR)

INTEREST ACCRUES FROM: \_\_\_\_\_ FIRST PAYMENT DUE: \_\_\_\_\_ ALL DUE AND PAYABLE: \_\_\_\_\_

LATE CHARGE: \$ \_\_\_\_\_ AFTER: \_\_\_\_\_ CURE DEFAULT PERIOD: 30, 60, 90 \_\_\_\_\_ OTHER \_\_\_\_\_

TITLE INSURANCE AT CLOSING? \_\_\_\_\_ HAZARD INSURANCE: \$ \_\_\_\_\_

APPLICATION OF PAYMENTS: PERIODIC: \_\_\_\_\_ (360 DAY YEAR) DAILY INTEREST \_\_\_\_\_ (365 DAY YEAR)

(A) ASSUMES: ESCROW COMPANY PAYS UNDERLYING (B) ASSUMES: PURCHASER PAYS UNDERLYING (C) WRAP: ESCROW

COMPANY PAYS UNDERLYING \_\_\_\_\_ ASSUMABLE: YES \_\_\_\_\_ NO \_\_\_\_\_

FEE DISTRIBUTION (PURCHASER, SELLER OR SPLIT) DOCUMENT PREP. FEE: \_\_\_\_\_ SET-UP FEE \_\_\_\_\_

DISBURSEMENT FEE \_\_\_\_\_ CLOSE-OUT FEE: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SELLER'S AGENT: \_\_\_\_\_ BUYER'S AGENT: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ COMPANY \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_