



VINEYARD TITLE, INC.

433 Plaza Real, Suite 275, Boca Raton, FL 33432
Phone: 561-962-4170 Fax: 561-962-4270

SALES PRICE: \$ _____ CLOSING DATE: _____

AGENT INFORMATION

Listing Office: _____	Selling Office _____
Listing Agent: _____	Selling Agent _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Pager/Cell _____	Pager/Cell _____
Home Phone _____	Home Phone _____
E-Mail: _____	E-Mail _____

DEPOSIT/COMMISSION INFORMATION

Deposit Amount \$ _____	Held by: _____
Total Commission _____ %	Split: L/O _____ S/O _____
Processing Handling Fee (S) _____	Processing Handling Fee (B) _____

PROPERTY INFORMATION

Tax/Parcel ID # _____
 Property Address (including zip) _____
(ATTACH COPY OF SELLER'S DEED IF AVAILABLE)
 Prior Title Policy _____ Dated: _____ Amount: _____

SELLER'S INFORMATION Mail Away _____

Name(s) as they appear on deed _____
 Marital status of each party _____ US Citizen _____
 Social Security Numbers: _____
 Forwarding Address: _____
 Telephone Numbers: _____
 Fax Number: _____ E-Mail _____

Name of Existing Mortgage Holder: _____ Loan No. _____
 Mortgagee's Address _____ Telephone No. _____
(ATTACH COPY OF LAST MORTGAGE STATEMENT IF AVAILABLE)

Name of Condo/HOA Association _____
 Address _____
 Telephone No. _____
 Contact Person _____
(ATTACH COPY OF COUPON IF AVAILABLE)

BUYER'S INFORMATION Mail Away _____

Name(s) as they wish to appear on the deed: _____
 Marital status of each party: (single, husband and wife, etc.) _____
 Social Security Numbers: _____ US Citizen _____
 Current Address: _____
 Telephone Numbers: _____
 Fax Number: _____ E-Mail _____

NEW LENDER/LOAN INFORMATION

Amount of Loan: \$ _____
 Name of Mortgage Broker/Mtg. Co. _____
 Address _____
 Telephone: _____ Fax: _____ Contact: _____
 E-Mail: _____

MISCELLANEOUS:

Is there a service contract to be assumed at closing? _____
 If so, name, address and phone number of company _____
 _____ Contract No. _____
 Home Buyer's Warranty Being Purchased? _____ Paid by: _____
 Purchase of Club Membership Required? _____ Contact: _____

FAX WITH: Legible copy of contract, seller's last mortgage statement, seller's owner's title policy