



# 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**