



Complete Choice Title Services Inc

Refinance Information Sheet

In order to promote a seamless closing, please fill in *all* information requested.

File #: _____

Property Address: _____

Seller Info:

Seller #1 (Full Legal Name): _____

____ Married ____ Single Name of Spouse _____

Seller #2 (Full Legal Name): _____

____ Married ____ Single Name of Spouse _____

Social Security (1): _____ Social Security (2): _____

Home Phone: _____ Cell Phone: _____

Forwarding Address: _____

Seller (1) Email Address: _____

Seller (2) Email Address: _____

Has the seller's marital status changed since their purchase of this property? ____ Yes ____ No

Are Seller's Florida Residents? () Yes or () No - Are Seller's Foreign Nationals? () Yes or () No

Will Seller's be present for closing or is it a mail away: _____

Please check one below for the seller's current vesting:

- | | |
|--|---|
| <input type="checkbox"/> Joint Tenants with Rights of Survivorship | <input type="checkbox"/> A single man |
| <input type="checkbox"/> Tenants in Common | <input type="checkbox"/> A single woman |
| <input type="checkbox"/> Husband and Wife | <input type="checkbox"/> Other _____ |

HOA/COA:

Is there a HOA? ____ Yes ____ No Name of Association: _____

Contact name and number for HOA: _____

Is there a Master Association? ____ Yes ____ No

Contact name and number for Master Assoc: _____

Does the HOA require a Certificate of Approval for buyer(s) of a foreclosure? ____ Yes ____ No

Listing Agent Info:

14100 Palmetto Frontage Rd, Suite 380, Miami Lakes, FL 33016

Phone: (305) 603-8393

Fax: (305) 402-0884



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Agent name: _____
License # _____ MLS# _____
Company Name: _____
License # _____ MLS# _____
Company Address: _____
City _____ State _____ Zip _____
Office Phone: _____ Cell Phone: _____
Preferred Email: _____ Fax: _____
Transaction/Processing Fee? ___ Yes ___ No Amount _____
Commission %: _____

Seller's Attorney info (if applicable):

Company Name _____
Contact _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

If any person on title is deceased, provide us with full name of same so that we may search estate records.

If any person on title has declared bankruptcy, provide us with the name so that we may search bankruptcy records.

Is the property in foreclosure? ___ Yes ___ No

If any person on title is currently in a divorce proceeding, provide us with the names so that we may search civil records.

Mortgage Payoff Information

Please read and prepare this page carefully!!!

Please make sure that your payoff information includes any Equity Lines including those which may have a zero balance. Also sign the authorization in order for us to obtain payoff information. It is essential that you provide **your loan number, social security number and signature**, as all lenders require this information in order to issue payoff letters. Please refrain from making any further withdrawals on open equity/credit lines. **(Authorization Letter Attached)**

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First Mortgage Company Name: _____

Phone No. _____ Loan no. _____

Second Mortgage or Equity Line of Credit Company Name: _____

Phone No. _____ Loan no. _____

Third Mortgage Company Name: _____

Phone No. _____ Loan no. _____