



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:

_____ Joint Tenants with Rights of Survivorship _____ A single man

_____ Tenants in Common _____ A single woman

_____ Husband and Wife _____ 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:



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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)**

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

Phone: (305) 603-8393

Fax: (305) 402-0884



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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. _____