

Thomas C. Santoro PA  
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 Santorolaw.org

- Company Name: \_\_\_\_\_
- Authorized Signer's Name: \_\_\_\_\_ Title: \_\_\_\_\_
- Company Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

- Company EIN Number: \_\_\_\_\_
- Primary Phone Number: \_\_\_\_\_
- Secondary Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_
- Email: \_\_\_\_\_
- Preferred Contact Method? ( ) Phone ( ) Email
- Do you have a copy of the survey? ( ) Yes ( ) No
- If Yes, Has anything changed (added/removed fence, pool, etc) ( ) Yes ( ) No
- Is there a mortgage on the property? ( ) Yes ( ) No

Lender's Name \_\_\_\_\_ 2<sup>nd</sup> Lender's Name \_\_\_\_\_

Loan Number \_\_\_\_\_ 2<sup>nd</sup> Loan Number \_\_\_\_\_

Main Borrower's SSN \_\_\_\_\_ Main Borrower's SSN \_\_\_\_\_

- Is there a Homeowners Association? ( ) Yes ( ) No

Management Company Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

- Will you be attending closing? ( ) Yes ( ) No
- If yes, would you prefer ( ) \*Combined Closing ( ) \*Private Closing
- If no, would you prefer ( ) \*Emailed Documents ( ) \*Overnight Documents

**\*Combined Closing:** In the presence of parties related to my transaction, including but not limited to seller(s), seller representatives, real estate agents, attorneys, loan officers, title agent personnel.

**\*Private Closing:** Only you, your real estate agent and the Closing Agent facilitating the transaction present in the closing room.

**\* Emailed Documents:** Emailed Documents must be printed and signed in front of a notary and witnesses. Electronic Signatures are not accepted. **Please be aware documents CAN NOT be printed on front and back.**

**\* Overnight Documents:** We will overnight all documents necessary for closing, at no cost to you. Documents must still be signed in front of a notary and witnesses.