



1015 PRINCE EDWARD STREET,  
FREDERICKSBURG, VA 22401  
PHONE (540) 310-4804  
FAX (540) 310-4807

10708 BALLANTRAYE DRIVE, SUITE 204,  
FREDERICKSBURG, VA 22407  
PHONE (540) 891-4055  
FAX (540) 891-6440

Property Address: \_\_\_\_\_

Buyer 1  
Name as it should appear on the deed  
\_\_\_\_\_

Buyer 2  
Name as it should appear on the deed  
\_\_\_\_\_

SSN: \_\_\_\_\_

SSN: \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (C) \_\_\_\_\_

Phone (C) \_\_\_\_\_

Phone (W) \_\_\_\_\_

Phone (W) \_\_\_\_\_

E-mail address \_\_\_\_\_

E-mail address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

**Lender Information**

Name of Lender \_\_\_\_\_ Loan Officer \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Email Address \_\_\_\_\_

**How will title be held? (If more than one buyer)** If you have any questions, please contact your realtor or our office.

- \_\_\_\_\_ Tenants by the entirety with the right of survivorship (Married couples only, the most common way for married couples to hold title.)
- \_\_\_\_\_ Joint tenants with right of survivorship
- \_\_\_\_\_ Tenants in common

**Survey Matters**

Many lenders do not require surveys if the title insurance company will provide survey coverage without a survey. We can provide survey coverage to your lender without a survey for residential properties of 25 acres or less. If you obtain a new survey, we will provide you survey coverage in your owners' title insurance policy.

- \_\_\_\_\_ I want to order a new survey (Approximately an additional \$425)  
If a new survey is desired, do you want the corners staked and marked? (This service is approximately an additional \$100)  
\_\_\_\_\_ YES \_\_\_\_\_ NO
- \_\_\_\_\_ I do not want a new survey

**Settlement**

Will you be personally attending settlement? \_\_\_\_\_ YES \_\_\_\_\_ NO (If NO, please complete below)

\_\_\_\_\_ I/We will be appointing an Attorney in Fact to sign on my behalf

Name of Attorney in Fact: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ I/We will sign our documents in another location

Address to Fed-Ex documents to: \_\_\_\_\_

OR

Address to Email documents to: \_\_\_\_\_