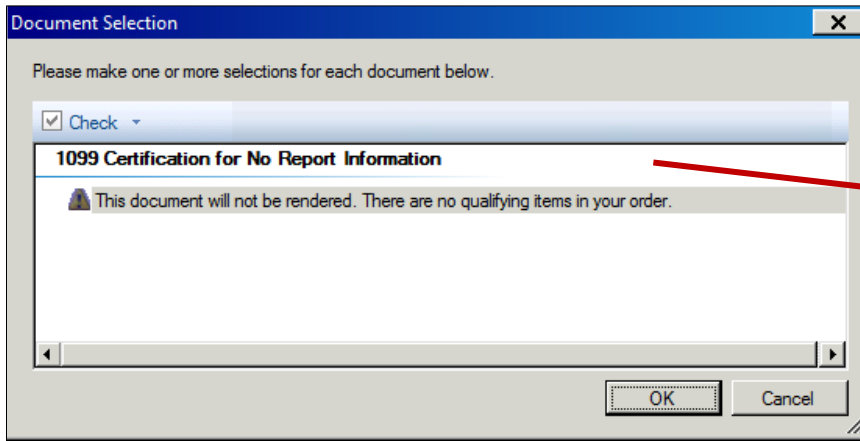


Some documents in SoftPro Select require specific data in the order. If the order does not have the data, when you attempt to generate one of these documents, a window appears informing you that there is insufficient data.



For example, if you are attempting to generate a **1099 Reporting** document, the SoftPro Select order must have a Seller Contact.

Use this guide as a reference to identify the data required to generate the following documents:

SoftPro Document	Data Required
Acknowledgment to Customer	Need a Contact
Affidavit (Continuous Marriage)	Need a Buyer/Borrower or Seller Contact
Affidavit (Corporate Identity)	Need a Buyer/Borrower or Seller Contact
Affidavit (Deed in Lieu of Foreclosure and Estoppel Certificate)	Need a Deed
Affidavit (Estoppel Certification)	Need a Seller Contact
Affidavit (Lessee)	Need a Seller Contact
Affidavit (LLC Name Change)	Need a Buyer/Borrower or Seller Contact that is an Organization where Type = Limited Liability Corp or Limited Liability Company
Affidavit (Marriage PA)	Need a Buyer/Borrower or Seller Contact
Affidavit (No Financing)	Need a Buyer/Borrower or Seller Contact
Affidavit (No New Improvements)	Need a Property
Affidavit (Non-Imputation)	Need a Title Commitment
Affidavit (Owner Seller - ARC)	Need a Property
Affidavit (Owner Seller - SMS)	Need a Property
Affidavit (Owner Survey)	Need a Buyer/Borrower or Seller Contact
Affidavit (Owner's - Commercial)	Need a Buyer/Borrower or Seller Contact
Affidavit (Owner's Multistate (SC))	Need a Buyer/Borrower or Seller Contact
Affidavit (PACA Indemnity - Lessee)	Need a Buyer/Borrower or Seller Contact
Affidavit (PACA Indemnity)	Need a Buyer/Borrower or Seller Contact
Affidavit (Relating to Matters Affecting Real Estate)	Need a Buyer/Borrower or Seller Contact
Affidavit (WireSafe Fraud Alert)	Need a Buyer/Borrower or Seller Contact
Agreement (Indemnity)	Need a Buyer/Borrower or Seller Contact

SoftPro Document	Data Required
Agreement (Real Estate Tax or Assessment)	Need a Property
Agreement (Utility Escrow)	Need a Property
All Endorsements (Commercial)	Need an Endorsement not beginning with an asterisk (*)
All Loan Policy Endorsements (Commercial)	Need a Loan Policy Endorsement that is not a Guarantee and does not begin with an asterisk (*)
All Loan Policy Mgmt Endorsements (Commercial)	Need a Loan Policy Endorsement that is not a Guarantee and does not begin with an asterisk (*)
All Mgmt Endorsements (Commercial)	Need an Endorsement not beginning with an asterisk (*)
All Owner's Policy Endorsements (Commercial)	Need an Owner's Policy Endorsement that is not a Guarantee and does not begin with an asterisk (*)
All Owner's Policy Mgmt Endorsements (Commercial)	Need an Owner's Policy Endorsement that is not a Guarantee and does not begin with an asterisk (*)
ALTA Commitment 2016 (DC VA MD)	Need a Title Commitment
ALTA Commitment 2016 (GA)	Need a Title Commitment
ALTA Commitment 2016 (GL)	Need a Title Commitment (C16A_Commitm) selected
ALTA Commitment 2016 (MA)	Need a Title Commitment
ALTA Commitment 2016 (SMS)	Need a Title Commitment
ALTA Commitment 2016 (WA-NCS)	Need a Title Commitment
ALTA Commitment 2021 (DC VA MD)	Need a Title Commitment (C21A_Commitm) selected
ALTA Commitment 2021 (GA)	Need a Title Commitment (C21A_Commitm) selected
ALTA Commitment 2021 (GL)	Need a Title Commitment (C21A_Commitm) selected
ALTA Commitment 2021 (MA)	Need a Title Commitment (C21A_Commitm) selected
ALTA Commitment 2021 (SMS)	Need a Title Commitment (C21A_Commitm) selected
ALTA Commitment 2021 (WA-NCS)	Need a Title Commitment (C21A_Commitm) selected
ALTA Homeowner's Policy of Title Insurance 2013 (DC MD VA)	Need an Owner's Policy (P13A_O_HomeOwn) selected
ALTA Homeowner's Policy of Title Insurance 2021 (DC MD VA)	Need an Owner's Policy (P21A_O_HomeOwn) selected
ALTA Loan Policy 2006 (DC VA MD)	Need a Loan Policy (P06A_L_LoanPol) Selected
ALTA Loan Policy 2006 (GA)	Need a Loan Policy (P06A_L_LoanPol) Selected
ALTA Loan Policy 2006 (GL)	Need a Loan Policy (P06A_L_LoanPol) Selected
ALTA Loan Policy 2006 (IL)	Need a Loan Policy (P06A_L_LoanPol) Selected
ALTA Loan Policy 2006 (MA)	Need a Loan Policy
ALTA Loan Policy 2006 (PA)	Need a Loan Policy (P06A_L_LoanPol) Selected
ALTA Loan Policy 2021 (DC VA MD)	Need a Loan Policy (P21A_L_LoanPol) selected
ALTA Loan Policy 2021 (GA)	Need a Loan Policy (P21A_L_LoanPol) selected
ALTA Loan Policy 2021 (GL)	Need a Loan Policy (P21A_L_LoanPol) Selected

SoftPro Document	Data Required
ALTA Loan Policy 2021 (IL)	Need a Loan Policy (P21A_L_LoanPol) selected
ALTA Loan Policy 2021 (MA)	Need a Loan Policy (P21A_L_LoanPol) selected
ALTA Loan Policy 2021 (PA)	Need a Loan Policy (P21A_L_LoanPol) selected
ALTA Owner's Policy 2006 (DC VA MD)	Need an Owner's Policy (P06A_O_OwnersP) selected
ALTA Owner's Policy 2006 (GA)	Need an Owner's Policy (P06A_O_OwnersP) selected
ALTA Owner's Policy 2006 (GL)	Need an Owner's Policy (P06A_O_OwnersP) selected
ALTA Owner's Policy 2006 (IL)	Need an Owner's Policy (P06A_O_OwnersP) selected
ALTA Owner's Policy 2006 (MA)	Need an Owner's Policy
ALTA Owner's Policy 2006 (PA)	Need an Owner's Policy (P06A_O_OwnersP) selected
ALTA Owner's Policy 2021 (DC VA MD)	Need an Owner's Policy (P21A_O_OwnersP) selected
ALTA Owner's Policy 2021 (GA)	Need an Owner's Policy (P21A_O_OwnersP) selected
ALTA Owner's Policy 2021 (GL)	Need an Owner's Policy (P21A_O_OwnersP) selected
ALTA Owner's Policy 2021 (IL)	Need an Owner's Policy (P21A_O_OwnersP) selected
ALTA Owner's Policy 2021 (MA)	Need an Owner's Policy (P21A_O_OwnersP) selected
ALTA Owner's Policy 2021 (PA)	Need an Owner's Policy (P21A_O_OwnersP) selected
Assignment of Lien Lender Certificate	Need a Lender Contact
Authorization	Need a Deed
Beneficiary's Demand Statement	Need a Deed of Trust selected on the Existing Liens screen
Buyer Intro Form	Need a Buyer/Borrower Contact
Buyer's Forwarding Address	Need a Buyer/Borrower Contact
Certificate - Limited Partnership	Need a Buyer/Borrower or Seller Contact
Certification Attorney	Need an Attorney Contact
Certification of Trust	Need a Contact
Collaterally Assigned Note	Need a Loan
Conditional Waiver and Release on Progress Payment (AZ doc)	Need a General Contractor or Subcontractor Contact
Consent-Members-Partners	Need a Seller Contact
Contractor's Waiver and Affidavit	Need a General Contractor Contact
Corporate Resolution	Need a Buyer/Borrower or Seller Contact
Customer Agreement-Application (GL)	Need a Preliminary Title Opinion
Demand - Institutional - Commercial	Need a Payoff Lender Contact
Demand (Release of Lien)	Need a Payoff Lender or Other Contact
Earnest Deposit Receipt	Need a Contact
EI - Blank	Need an Escrow Agreement
EI - Commercial Sale (EIS)	Need the Commercial Sale Type selected on the Escrow Instructions screen

SoftPro Document	Data Required
EI - Sale (No Contract) (EIS)	Need the Sale Type selected on the Escrow Instructions screen
EI Commercial Residential (EIS)	Need the Sale Type selected on the Escrow Instructions screen
EI Wrap - Commercial (EIS)	Need the Wrap Type selected on the Escrow Instructions screen
Escrow Acceptance Letter (Holding Escrow)	Need an Escrow Agreement
Holding Escrow Agreement (CA NCS)	Need an Escrow Agreement
Indemnity (Personal Undertaking - Mechanic's Lien)	Need a Buyer/Borrower or Seller Contact
Instructions to Disburse	Need a Contact
Letter (Approval)	Need a Buyer/Borrower Contact
Letter (Assurance Req Seller Docs)	Need a Seller Contact
Letter (Closing Checklist)	Need a Contact
Letter (Critical Dates)	Need an Escrow Company, Title Company or Attorney Contact
Letter (Customer Originals)	Need a Contact
Letter (Designation of Replacement Property)	Need a Seller Contact
Letter (Duplicate Original)	Need a Contact
Letter (Funding)	Need a Contact
Letter (NCS Cover)	Need a Contact
Letter (Opening - Builder)	Need a Builder or Seller Contact
Letter (Paid Aff of Note)	Need a Buyer/Borrower or Seller Contact
Letter (Paid Mortgage and Note)	Need a Buyer/Borrower or Seller Contact
Letter (Paid Note)	Need a Buyer/Borrower or Seller Contact
Letter (Paid Receipts)	Need a Buyer/Borrower or Seller Contact
Letter (Payoff - GL)	Need Instrument Type = Mortgage or Deed of Trust on the Existing Lien screen
Letter (Payoff - Inst. Lender - GL)	Need a Payoff Lender Contact
Letter (Payoff Authorization)	Need a Buyer/Borrower or Seller Contact
Letter (Recorded Instruments)	Need a Buyer/Borrower or Seller Contact
Letter (Recording Refund)	Need a Buyer/Borrower or Seller Contact
Letter (Recording Release)	Need a Buyer/Borrower or Seller Contact
Letter (Recording)	Need a Title Company or Other Contact
Letter (Refund)	Need a Contact
Letter (Return Original Docs in Escrow)	Need a Buyer/Borrower or Seller Contact
Letter (Return Receipt No Future Bills)	Need a Contact
Letter (Second Delivery Attempt)	Need a Contact
Letter (Seller Copy CA FTB)	Need a Seller Contact
Letter (Seller Entity Request)	Need a Seller Contact

SoftPro Document	Data Required
Letter (SMS Escrow Instructions)	Need a Title Company Contact
Letter (Take Out NM)	Need a Contact
Letter (Thank You - Opening)	Need a Contact with Marketing Source checked
Letter (USPS Redelivery Attempt)	Need a Contact
Letter (Zoning Cert to Customer)	Need a Buyer/Borrower or Attorney Contact
Letter (Zoning Request)	Need a Government Contact
Order Acknowledgment	Need a Contact
Owner Affidavit (TX NCS)	Need a Buyer/Borrower or Seller Contact
Owner's Affidavit and Agreement	Need a Property
PA REV-183 (PA Statement of Value Form)	Need a Property
Partnership Agreement Certification	Need a Buyer/Borrower or Seller Contact
POA Certification of Agent	Need a Buyer/Borrower or Seller Contact
Preliminary Report Approval - Commercial	Need a Buyer/Borrower Contact
Preliminary Report Approval - FREO	Need a Buyer/Borrower Contact
Prepared Cancellation	Need a Buyer/Borrower or Seller Contact
Proceeds Assignment Authorization	Need a Buyer/Borrower or Seller Contact
Proceeds Authorization	Need a Seller Contact
Request (UCC Termination)	Need a Payoff Lender Contact
Request for Information	Need a Buyer/Borrower or Seller Contact
Request for Payoff Info from Seller (NV)	Need a Seller Contact
Request for Taxes	Need a Property
Resolution for Corp Dissolution	Need a Buyer/Borrower or Seller Contact
Resolution for Corporation	Need a Buyer/Borrower or Seller Contact
Resolution for Corporation (Sole Owner)	Need a Buyer/Borrower or Seller Contact
Resolution for LLC	Need a Buyer/Borrower or Seller Contact
Resolution for LLC (Multi Member-No OP)	Need a Buyer/Borrower or Seller Contact
Resolution for LLC (Sole Member-No OP)	Need a Buyer/Borrower or Seller Contact
Send Initial Cancellation Instruction	Need a Buyer/Borrower or Seller Contact
Statement of Identity	Need a Buyer/Borrower or Seller Contact
Survey Transmittal	Need a Surveyor or Other Contact
Title Evidence Request (NCS)	Need a Title Company or Other Contact
Title Report - Amazon	Need a Property
Title Report - Deed Addendum	Need a Property
Title Report - Deed Report	Need a Property
Title Report - Environmental Lien and Deed Addendum	Need a Property
Title Report - Limited Lien	Need a Property
Title Report - Pass Through	Need a Property

SoftPro Document	Data Required
Title Report - Special	Need a Property
Title Update Report	Need a Property
Verification of Liens/Judgments	Need a Payoff Lender or Other Contact
Vesting Worksheet - Entities	Need a Buyer/Borrower Contact
Vesting Worksheet - Entities Only	Need a Buyer/Borrower Contact

Use the links below for other state-specific documents.

Click link to access that state's document				
Alaska	Georgia	Maine	New Mexico	Tennessee
Alabama	Hawaii	Michigan	New York	Texas
Arkansas	Iowa	Minnesota	Nevada	Utah
Arizona	Idaho	Missouri	Ohio	Virginia
California	Illinois	Mississippi	Oklahoma	Vermont
Colorado	Indiana	Montana	Oregon	Washington
Connecticut	Kansas	North Carolina	Pennsylvania	West Virginia
Delaware	Louisiana	North Dakota	Rhode Island	Wisconsin
District of Columbia	Massachusetts	Nebraska	South Carolina	Wyoming
Florida	Maryland	New Jersey	South Dakota	