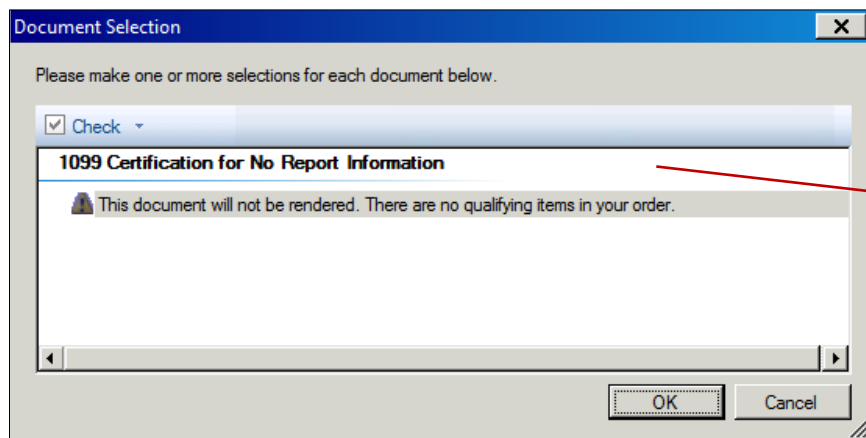


Some documents in SoftPro Select require specific data in the order. If the order does not have the data, when you attempt to generate one of these documents, a window appears informing you that there is insufficient data.



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 (Survey)	Need a Property
Address Certification	Need a Buyer/Borrower or Seller Contact
Affidavit (As to Death of)	Need a Preliminary Title Opinion
Affidavit (Attorney in Fact)	Need a Buyer/Borrower or Seller Contact
Affidavit (Borrower LLC)	Need a Buyer/Borrower Contact that is an Organization and Type = Limited Liability Company
Affidavit (Borrower's - Commercial)	Need a Buyer/Borrower Organization Contact
Affidavit (Borrower's - Residential)	Need a Buyer/Borrower Contact that is an Organization and Type = Limited Liability Company
Affidavit (Borrower's Title - Individual)	Need a Buyer/Borrower Individual Contact
Affidavit (Borrower's Title - Organization - Information and Belief)	Need a Buyer/Borrower Organization Contact
Affidavit (Borrower's Title - Organization)	Need a Buyer/Borrower Organization Contact
Affidavit (Both Spouses Verifying Property is Non-Homestead)	Need a Buyer/Borrower Contact
Affidavit (Buyer's Title - Individual)	Need a Buyer/Borrower Individual Contact
Affidavit (Buyer's Title - Organization - Information and Belief)	Need a Buyer/Borrower Organization Contact
Affidavit (Buyer's Title - Organization)	Need a Buyer/Borrower Organization Contact
Affidavit (Competency)	Need a Buyer/Borrower Contact
Affidavit (Continuous Marriage by Surviving Spouse)	Need a Buyer/Borrower or Seller Contact
Affidavit (Continuous Marriage by Third Party)	Need a Buyer/Borrower or Seller Contact
Affidavit (Continuous Marriage)	Need a Buyer/Borrower or Seller Contact
Affidavit (Contractor's Final Payment)	Need a General Contractor or Subcontractor Contact



SoftPro Document	Data Required
Affidavit (Credible Witness)	Need a Buyer/Borrower or Seller Contact
Affidavit (Delaware Statutory Trust)	Need a Buyer/Borrower or Seller Contact
Affidavit (Dissolved Corporation)	Need a Deed
Affidavit (Dissolved or Inactive HOA)	Need a Buyer/Borrower or Seller Contact
Affidavit (Estoppel Deed in Lieu of Foreclosure)	Need a Deed
Affidavit (Fictitious Name)	Need a Buyer/Borrower or Seller Contact
Affidavit (Free and Clear)	Need a Buyer/Borrower or Seller Contact
Affidavit (General)	Need a Buyer/Borrower or Seller Contact
Affidavit (Gift)	Need a Deed selected
Affidavit (Heirship)	Need a Preliminary Title Opinion
Affidavit (Homestead)	Need a Property
Affidavit (Impact Fee)	Need a Property
Affidavit (Incompetency)	Need a Buyer/Borrower or Seller Contact
Affidavit (Judgment)	Need a Buyer/Borrower or Seller Contact
Affidavit (LLC - Dissolved)	Need a Buyer/Borrower or Seller Organization Contact and Type = Limited Liability Company
Affidavit (LLC)	Need a Buyer/Borrower or Seller Organization Contact and Type = Limited Liability Company
Affidavit (LLC) Legal	Need a Buyer/Borrower or Seller Organization Contact and Type = Limited Liability Company
Affidavit (Lost Membership Certificate)	Need a Property
Affidavit (Lost Note)	Need Instrument Type selected on the Security Instruments screen
Affidavit (Lost Policy - Loan)	Need a Loan Policy
Affidavit (Lost Policy - Owner's)	Need an Owner's Policy
Affidavit (MH Retirement)	Need a Property
Affidavit (Minor)	Need a Buyer/Borrower Contact
Affidavit (Name)	Need a Buyer/Borrower or Seller Contact
Affidavit (No Estate Taxes Due) DR-312	Need a Preliminary Title Opinion
Affidavit (No Estate Taxes Due) DR-313	Need a Preliminary Title Opinion
Affidavit (Non Foreign FIRPTA - REO)	Need a Seller Contact
Affidavit (Non-Homestead)	Need a Buyer/Borrower Contact
Affidavit (Non-Identity Blanket Form)	Need a Buyer/Borrower, Seller or Other Contact
Affidavit (Non-Identity)	Need a Buyer/Borrower, Seller or Other Contact
Affidavit (Non-Identity) Legal	Need a Buyer/Borrower, Seller or Other Contact
Affidavit (Not Same Person)	Need a Buyer/Borrower or Seller Individual Contact



SoftPro Document	Data Required
Affidavit (Owner - Corporate - REO)	Need a Seller Contact
Affidavit (Owner-Seller)	Need a Seller Contact
Affidavit (Partnership)	Need a Buyer/Borrower or Seller Organization Contact and Type = Partnership
Affidavit (Retired Mobile Home)	Need a Buyer/Borrower or Seller Contact with an entry in the People grid
Affidavit (Seller LLC)	Need a Seller Contact that is an Organization and Type = Limited Liability Corp. or Limited Liability Company
Affidavit (Seller's - Commercial)	Need a Seller Organization Contact
Affidavit (Seller's - Residential)	Need a Seller Individual Contact
Affidavit (Seller's Mechanics Lien - Owner-Builder without Gen. Contractor)	Need a Property
Affidavit (Seller's Title - Individual)	Need a Seller Individual Contact
Affidavit (Seller's Title - Organization - Information and Belief)	Need a Seller Individual Contact
Affidavit (Seller's Title - Organization)	Need a Seller Individual Contact
Affidavit (Successor Trustee)	Need a Buyer/Borrower or Seller Contact
Affidavit (Sufficient Funds)	Need a Property
Affidavit (Supporting Power of Attorney)	Need a Buyer/Borrower or Seller Contact
Affidavit (Survey - Prior Policy)	Need a Property
Affidavit (Survey)	Need a Property
Affidavit (Tax Deed)	Need a Property
Affidavit (TB Homes LLC)	Need a Seller Contact that is an Organization and Type = Limited Liability Company
Affidavit (Trustee - Settlor Alive)	Need a Buyer/Borrower or Seller Organization Contact where Type = Trust
Affidavit (Witness to Power of Attorney)	Need a Buyer/Borrower or Seller Contact
Affidavit (Witness)	Need a Buyer/Borrower or Seller Contact
Agreement (Boundary Settlement)	Need a Property
Agreement (Escrow)	Need an Escrow Agreement
Agreement (Indemnity - Municipal or County Liens and Association Assessments)	Need a Property
Agreement (Indemnity)	Need a Title Commitment
ALTA Commitment 2016 (FL)	Need a Title Commitment
ALTA Commitment 2021 (FL)	Need an ALTA Commitment 2021 (C21A_Commitm) selected
ALTA Loan Policy 2006 (FL)	Need a Loan Policy
ALTA Loan Policy 2021 (FL)	Need a Loan Policy
ALTA Owner's Policy 2006 (FL)	Need an Owner's Policy



SoftPro Document	Data Required
ALTA Owner's Policy 2021 (FL)	Need an Owner's Policy
Application for Retirement of MH	Need a Property
Application for Subordination and or Assumption Agreement (Port St. Lucie)	Need a Property
Approval of Transfer and Certificate of Termination of First Right of Refusal	Need an HOA or HOA Management Company Contact
Assignment (Impound Account - Loan Not Transferred)	Need Instrument Type selected on the Security Instruments screen
Assignment (Membership Cert. and Appurtenant Proprietary Lease)	Need a Property
Assignment (Mortgage)	Need Instrument Type = Mortgage on the Security Instruments screen
Assignment (Proprietary Lease)	Need a Property
Assignment of Lease	Need a Property
Assignment of Parking	Need a Property
Authorization (HOA Estoppel)	Need an HOA or HOA Management Company Contact
Authorization (Survey Order - esign)	Need a Property
Authorization (Survey Order)	Need a Property
Beneficiary Statement - Private	Need a Payoff Lender Contact
Buyer's Acknowledgment	Need a Title Commitment
Buyer's Agent Questionnaire	Need a Selling Agent/Broker Contact
Buyer's Agent Questionnaire - LA	Need a Selling Agent/Broker Contact
Buyers Notice of Assumption	Need a Property
Certificate of Search (Miami Government)	Need a Title Commitment
Certificate of Trust	Need a Buyer/Borrower or Seller Organization Contact and Type = Trust
Chain of Title	Need a Contact
Close Credit Line Equity Line Authorization	Need a Payoff Lender Contact
Closing Letter (Buyer)	Need a Buyer/Borrower Contact
Confirmation of Order	Need a Listing Agent/Broker or Selling Agent/Broker Contact
Consent to Assignment of Cooperative Lease	Need a Property
County Tax Proration Statement	Need a Property
Customer Authorization	Need a Buyer/Borrower or Seller Contact
Daytona Beach Lien Request	Need a Property
Deed (Guardian's - Individual)	Need Instrument Type = Guardian Deed on the Deed screen
Deed (Mortgage - Individual)	Need Instrument Type = Mortgage Deed on the Deed screen



SoftPro Document	Data Required
Deed (Personal Representative's)	Need Instrument Type = Personal Representative's Deed on the Deed screen
Deed (Quit Claim)	Need Instrument Type = Quit Claim Deed on the Deed screen
Deed (Special Warranty - Corporation)	Need Instrument Type = Special Warranty Deed on the Deed screen
Deed (Special Warranty - Corporation) Legal	Need Instrument Type = Special Warranty Deed on the Deed screen
Deed (Special Warranty - Individual)	Need Instrument Type = Special Warranty Deed on the Deed screen
Deed (Special Warranty - Individual) Legal	Need Instrument Type = Special Warranty Deed on the Deed screen
Deed (Special Warranty - REO)	Need Instrument Type = Special Warranty Deed on the Deed screen
Deed (Statutory Warranty)	Need Instrument Type = Statutory Warranty Deed on the Deed screen
Deed (Statutory Warranty) Legal	Need Instrument Type = Statutory Warranty Deed on the Deed screen
Deed (Trustee's)	Need Instrument Type = Trustee's Deed on the Deed screen
Deed (UW Special Warranty)	Need Instrument Type = Special Warranty Deed on the Deed screen
Deed (Warranty - Corporation)	Need Instrument Type = Warranty Deed on the Deed screen
Deed (Warranty - Corporation) Legal	Need Instrument Type = Warranty Deed on the Deed screen
Deed (Warranty - Indiv. to Indiv.)	Need Instrument Type = Warranty Deed on the Deed screen
Deed (Warranty - Indiv. to Indiv.) Legal	Need Instrument Type = Warranty Deed on the Deed screen
Deed (Warranty - Multiples Indiv. to Indiv.)	Need Instrument Type = Warranty Deed on the Deed screen
Deed (Warranty - Multiples Indiv. to Indiv.) Legal	Need Instrument Type = Warranty Deed on the Deed screen
Deed (Warranty Leasehold Estate with Condo Option)	Need Instrument Type = Warranty Leasehold Estate Deed on the Deed screen
Demand - Institutional with Approval	Need a Payoff Lender Contact
Demand - Private	Need a Payoff Lender Contact
Deposit Confirmation	Need a Buyer/Borrower, Lender, Listing Agent/Broker or Selling Agent/Broker Contact
Disbursement Authorization	Need a Buyer/Borrower or Seller Contact



SoftPro Document	Data Required
Edgewater Lien Request	Need a Property
Escrow Agreement (Tax)	Need a Property
Estoppel Form - Timeshare	Need an HOA or HOA Management Company Contact
Estoppel Request	Need a Payoff Lender Contact
Final Notice to Buyer	Need a Buyer/Borrower Contact
First Waiver of Lien	Need a Property
Florida Insurance Premium Disclosure and Settlement Agent Certification	Need Title Insurance Premiums calculated
Freeze Credit Line Equity Line Authorization	Need a Payoff Lender Contact
Hazard Insurance Information Form	Need a Property
Hold Harmless (Re Documentary Stamps)	Need a Deed
Hold Harmless (Re Termite Inspection)	Need a Property
Information Sheet (Realtor)	Need a Listing Agent/Broker or Selling Agent/Broker Contact
Instructions (HOA Delinquency)	Need a Property
Interim Search Report	Need a Contact
LA Signature and Ack (Deeds)	Need a Deed
Letter (Association Information - Cover Sheet)	Need an HOA or HOA Management Company Contact
Letter (Association Information Form)	Need an HOA or HOA Management Company Contact
Letter (Assumption - Private)	Need a Payoff Lender Contact
Letter (Assumption Statement and Related Documents)	Need a Payoff Lender Contact
Letter (Authorization for Status of Title Report)	Need a Title Commitment
Letter (Broker Information)	Need a Listing Agent/Broker or Selling Agent/Broker Contact
Letter (Buyer Opening)	Need a Buyer/Borrower Contact
Letter (Buyer Welcome with Info Page)	Need a Buyer/Borrower Contact
Letter (Chain of Title)	Need a Contact
Letter (Demand for Payment)	Need a Payoff Lender Contact
Letter (FHA Payoff Instructions and Authorization)	Need a Payoff Lender Contact
Letter (File Shortage Reimbursement)	Need a Contact
Letter (Florida Estate Tax)	Need a Contact
Letter (HOA Information Request)	Need an HOA or HOA Management Company Contact
Letter (Lien Search Request)	Need a Government Contact or Other Contact
Letter (Loan Policy Cover Sheet)	Need a Loan Policy
Letter (Mail Away - Buyer)	Need a Buyer/Borrower Contact
Letter (Mail Away - Seller)	Need a Seller Contact



SoftPro Document	Data Required
Letter (Mail Away)	Need a Seller Contact
Letter (Mail Out - Professional Title)	Need a Seller Contact
Letter (Membership Certificate)	Need a Buyer/Borrower Contact
Letter (Misc Transmittal)	Need a Contact
Letter (Mobile Home Registration)	Need a Buyer/Borrower Contact
Letter (Monthly Payment)	Need a Loan
Letter (Outstanding Check)	Need a Posted Check transaction on the Register/Ledger that has not cleared
Letter (Partial Release)	Need a Payoff Lender Contact
Letter (Payoff Approval)	Need a Payoff Lender Contact
Letter (Payoff Estoppel)	Need a Payoff Lender Contact
Letter (Payoff Request - Private)	Need a Payoff Lender Contact
Letter (Payoff Request - Update)	Need a Payoff Lender Contact
Letter (Payoff Statement with Per Diem)	Need a Payoff Lender Contact
Letter (Payoff Statement)	Need a Payoff Lender Contact
Letter (Payoff to Obtain MH Title)	Need a Payoff Lender Contact
Letter (Payoff)	Need a Payoff Lender Contact
Letter (Policy Enclosure - Mexico)	Need a Contact
Letter (Sales)	Need a Contact
Letter (Satisfaction Request - Previously Paid Off)	Need a Payoff Lender Contact
Letter (Secondary Financing - Private)	Need Instrument Type selected on the Security Instruments screen
Letter (Seller Mail Out)	Need a Seller Contact
Letter (Seller Opening)	Need a Seller Contact
Letter (Seller or Buyer-Borrower)	Need a Buyer/Borrower or Seller Contact
Letter (Seller Welcome with Info Page)	Need a Seller Contact
Letter (Septic Inspection Request)	Need an Other Contact where Type = Septic
Letter (State of FL Non-Tax Certificate Authorization)	Need a Government Contact
Letter (State of FL Non-Tax Certificate)	Need a Government Contact
Letter (Stop Payment)	Need a Posted Check transaction on the Register/Ledger that has not cleared
Letter (Survey Request)	Need a Property
Letter (Termite Authorization)	Need a Property
Letter (Termite Inspection Request)	Need a Payoff Lender Contact
Letter (Transfer of Membership)	Need a Contact
Letter (TT-Lagunamar)	Need a Buyer/Borrower Contact
Letter (TT-St. Regis NYC)	Need a Buyer/Borrower Contact



SoftPro Document	Data Required
Letter (TT-St. Regis Original Deed)	Need a Buyer/Borrower Contact
Letter (TT-St. Regis)	Need a Buyer/Borrower Contact
Letter (TT-SVO Lagunamar OP)	Need a Buyer/Borrower Contact
Letter (TT-SVO Phoenician Funds)	Need a Buyer/Borrower Contact
Letter (TT-SVO Phoenician Original Deed)	Need a Buyer/Borrower Contact
Letter (TT-SVO Phoenician)	Need a Buyer/Borrower Contact
Letter (TT-SVO St. Regis Wire Funds)	Need a Buyer/Borrower Contact
Letter (Welcome)	Need a Contact
Letter (Wrap Payoff Request)	Need a Payoff Lender Contact
Listing Agent Questionnaire	Need a Listing Agent/Broker Contact
Listing Agent Questionnaire - LA	Need a Listing Agent/Broker Contact
Master Loan Policy (Mexico)	Need a Loan Policy selected from the Lookup Table where the code does not contain "SF" or begin with "G"
Master Owner's Policy (Mexico)	Need an Owner's Policy
Mortgage	Need a Loan
Mortgage (Modification Agreement)	Need Instrument Type = Mortgage on the Security Instruments screen
Mortgage (Wrap-Around)	Need a Loan
Mortgage Deed (Balloon Mortgage)	Need a Loan
Note	Need a Loan
Note (Installment)	Need a Loan
Note (Interest Only)	Need a Loan
Note (Mortgage)	Need a Loan
Notice and Affidavit (Limiting Max. Principal)	Need Instrument Type = Mortgage on the Security Instruments screen
Notice of Commencement	Need a Property
Notice of Lender's Requirements to Change Ownership	Need a Deed
Notice of Possible Eligibility for Reissue Credit	Need a Buyer/Borrower or Seller Contact
Notice of Termination	Need a General Contractor or Subcontractor Contact
Notice of Termination with Contractor's Affidavit	Need a General Contractor or Subcontractor Contact
Oak Hill Lien Request	Need a Property
Ormond Beach Lien Request	Need a Property
Ownership and Encumbrance Report - Agency	Need a Title Commitment
Partial Release of Lien	Need Instrument Type = Lien on the Security Instruments screen
Partial Release of Mortgage	Need Instrument Type = Mortgage on the Security Instruments screen



SoftPro Document	Data Required
Payoff Release Authorization	Need a Buyer/Borrower or Seller Contact
Payoff Statement	Need a Payoff Lender Contact
Port Orange Lien Request	Need a Property
Post Closing Information	Need a Buyer/Borrower Contact
Post Closing Information (Buyer Vesting)	Need a Buyer/Borrower Contact
Power of Attorney (General)	Need a Buyer/Borrower or Seller Contact
Power of Attorney (Mortgage)	Need a Buyer/Borrower Contact with an entry in the People grid
Power of Attorney (Sale)	Need a Seller Contact with an entry in the People grid
Proceeds Disbursement	Need a Buyer/Borrower or Seller Contact
Property Information Report	Need a Title Commitment
Property Information Report - Tax Deed	Need a Title Commitment
Recording and Policy Instructions	Need a Title Commitment
Release of Liability (Mobile Home)	Need Instrument Type selected on the Security Instruments screen
Report (Status of Title)	Need a Title Commitment
Request for Update	Need a Title Commitment
Resale Closing Disclosure (Lender)	Need a Lender Contact
Same Agent Questionnaire	Need a Listing Agent/Broker or Selling Agent/Broker Contact
Same Agent Questionnaire - LA	Need a Listing Agent/Broker or Selling Agent/Broker Contact
Satisfaction of Judgment	Need Instrument Type = Judgment on the Security Instruments screen
Satisfaction of Lien (Corporate)	Need Instrument Type selected on the Security Instruments screen
Satisfaction of Lien (Individual)	Need Instrument Type selected on the Security Instruments screen
Satisfaction of Mortgage (Corporation)	Need Instrument Type = Mortgage on the Security Instruments screen
Satisfaction of Mortgage (Individual)	Need Instrument Type = Mortgage on the Security Instruments screen
Search (City Lien)	Need a Government Contact or Other Contact where Type = Lien Search
Security Agreement (NACA)	Need a Loan Security Instrument
Stop Payment Request	Need a Posted Check transaction on the Register/Ledger that has not cleared
Subordination Agreement (Financing Statement)	Need a Loan



SoftPro Document	Data Required
Subordination Agreement A (Existing Mtg to New Mtg)	Need Instrument Type = Mortgage on the Security Instruments screen
Subordination Agreement D (Lease to New Mtg)	Need a Loan
Survey Waiver	Need a Property
Termite Waiver	Need a Property
Title Search Report	Need a Title Commitment
Unanimous Written Consent	Need a Seller Contact
Update Request	Need a Title Commitment
Waste Water Search Request	Need a Property