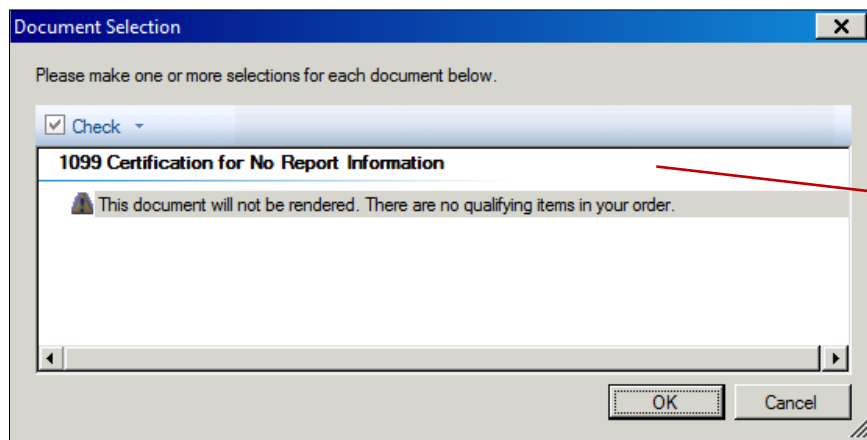


Some documents in SoftPro Select require specific data in the order. If the order does not have the data, when you attempt to generate one of these documents, a window appears informing you that there is insufficient data.



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 Select Document	Data Required
Affidavit (Address)	Need a Property
Affidavit (Continuous Marriage)	Need a Buyer/Borrower or Seller Contact
Affidavit (HELOC)	Need a Buyer/Borrower or Seller Contact
Affidavit (Judgment)	Need a Seller or Buyer/Borrower that is an Individual
Affidavit (MH Affixation) (AR)	Need a Property
Affidavit (Not Same Name)	Need a Seller or Buyer/Borrower that is an Individual
Affidavit (Residential Manufactured Housing) (ME)	Need a Property
Affidavit (Trustee) (ME)	Need a Contact that is an Organization with Type = Trust
Agent's Certification RE POA (ME)	Need a Buyer/Borrower or Seller Contact that is an Individual
Agreement (Compliance - Borrower) (ME)	Need a Loan
Bill of Sale (AR)	Need a Property
Bill of Sale (ME)	Need a Property
Boat Dock Form	Need a Property
Buyer Questionnaire	Need a Buyer/Borrower Contact
Buyer-Borrower Contact Information	Need a Buyer/Borrower Contact
Certificate Affidavit Trustee	Need a Contact that is an Organization with Type = Trust
Certificate of Residency (VA)	Need a Seller Contact
Certificate of Trustee (NH)	Need a Contact that is an Organization with Type = Trust

## Prerequisite Data for Documents Guide

SoftPro Select Document	Data Required
Chain of Title	Need a Property
Closing Certificate	Need a Buyer/Borrower Contact
Closing Information Document (ME)	Need a Loan
Commission Instructions	Need a Listing Agent/Broker or Selling Agent/Broker Contact
Commitment Report of Title	Need a Title Commitment
Condo Association Contact	Need an HOA Contact
Corporate Resolution (AR)	Need a Buyer/Borrower or Seller Contact
Correction Agreement and Limited POA	Need a Buyer/Borrower or Seller Contact
Credit Line Authorization Form	Need a Payoff Lender Contact
Deed (General Warranty) (ME)	Need an Instrument Type = Warranty Deed or General Warranty Deed selected on the Deed screen
Deed (Quit Claim) (ME)	Need an Instrument Type = Quit Claim Deed selected on the Deed screen
Deed (Quitclaim)	Need an Instrument Type = Quit Claim Deed selected on the Deed screen
Deed (Release) (ME)	Need an Instrument Type = Release Deed selected on the Deed screen
Deed (Special Warranty - BLB) (ME)	Need an Instrument Type = Special Warranty Deed selected on the Deed screen
Discharge of Mortgage (ME)	Need an Existing Lien
Entity Resolution	Need a Buyer/Borrower or Seller Contact that is an Organization
FFB Request	Need a Contact
Final Report of Title	Need a Title Commitment
Fuel Proration	Need a Property
Letter (Buyer - Cash)	Need a Buyer/Borrower Contact
Letter (Buyer - Purchase)	Need a Buyer/Borrower Contact
Letter (Buyer - Refi)	Need a Buyer/Borrower Contact
Letter (Closing By Mail)	Need a Buyer/Borrower or Seller Contact
Letter (Commitment to Lender)	Need a Lender Contact
Letter (Condo Fees)	Need a HOA, HOA Management Company or Other Contact
Letter (Deed Cover) (ME)	Need a Buyer/Borrower Contact
Letter (Discharge Tracking)	Need a Payoff Lender Contact
Letter (Explaining OTI to Buyer)	Need a Buyer/Borrower Contact
Letter (Ground Rent Request) (MD)	Need an Other Contact

## Prerequisite Data for Documents Guide

SoftPro Select Document	Data Required
Letter (Insurance Binder)	Need a Hazard Insurance Agent Contact
Letter (Intro Buyer) (MD)	Need a Buyer/Borrower Contact
Letter (Intro Refi) (MD)	Need a Buyer/Borrower Contact
Letter (Intro Seller) (MD)	Need a Seller Contact
Letter (Intro to Agent) (MD)	Need a Listing Agent/Broker or Selling Agent/Broker Contact
Letter (Lender Package Cover) (ME)	Need a Lender Contact
Letter (Listing Agent - if Deposit Holder)	Need a Listing Agent/Broker Contact
Letter (Listing Agent)	Need a Listing Agent/Broker Contact
Letter (Master Loan Policy)	Need a Lender Contact
Letter (Mobile Home Park)	Need a Contact
Letter (Mortgage Cover) (ME)	Need a Lender Contact
Letter (Owner's Policy Cover)	Need a Buyer/Borrower Contact
Letter (Plot Plan - Cash Buyers)	Need a Buyer/Borrower Contact
Letter (Plot Plan Request)	Need a Contact
Letter (Post Closing - VA)	Need a Buyer/Borrower, Seller or Lender Contact
Letter (Proposed Deed Request)	Need an Attorney Contact
Letter (Purchase Intro)	Need a Buyer/Borrower Contact
Letter (Refi Intro)	Need a Buyer/Borrower Contact
Letter (Refinance Closing Details)	Need a Buyer/Borrower Contact
Letter (Request for Information)	Need a Buyer/Borrower or Seller Contact
Letter (Seller - No Agent)	Need a Seller Contact
Letter (Seller Deed and POA)	Need a Seller Contact
Letter (Seller Information - Personal Representative) (MD)	Need a Seller Contact that is an Organization with Type = Estate
Letter (Seller Information) (MD)	Need a Seller Contact that is an Organization with Type <> Estate
Letter (Seller Questionnaire)	Need a Seller Contact
Letter (Seller's Attorney)	Need an Attorney Contact with Representing = S or SA
Letter (Selling Agent)	Need a Selling Agent/Broker Contact
Letter (Settlement Statement)	Need a Buyer/Borrower, Seller or Selling Agent/Broker Contact
Letter (Survey Purchase) (MD)	Need a Buyer/Borrower Contact
Letter (Tax Collector)	Need a Government Contact
Letter (Tax Payoff)	Need a Government Contact

## Prerequisite Data for Documents Guide

SoftPro Select Document	Data Required
Letter (Termite Clearance Request)	Need a Pest Inspector Contact
Letter (Transaction Contact Info) (NH)	Need a Buyer/Borrower or Seller Contact
Letter (Trust Opinion)	Need a Lender Contact
Letter (Water Sewer Request for Dover or Portsmouth)	Need a Listing Agent/Broker Contact
Letter (Welcome - Buyer) (ME)	Need a Buyer/Borrower Contact
Limited POA (Buyer-Borrower) (ME)	Need a Buyer/Borrower Contact
Limited POA (Seller) (ME)	Need a Seller Contact
LLC Resolution	Need a Buyer/Borrower or Seller Contact that is an Organization with Type = Limited Liability Corp or Limited Liability Company
LLC Resolution (AR)	Need a Contact that is an Organization with Type = Limited Liability Company or Limited Liability Corp.
LLP Resolution (AR)	Need a Buyer/Borrower or Seller Contact
Merrimack Closing Information Form (ME)	Need a Loan
Mortgage Deed (ME)	Need a Loan
Mortgage Note (ME)	Need a Loan
Payoff Authorization (Loan)	Need a Buyer/Borrower or Seller Contact
Payoff Request (MD)	Need a Payoff Lender Contact
Payoff Request (ME)	Need a Payoff Lender Contact
Policy Cover Letter	Need a Contact
Power of Attorney - Purchase (NH)	Need a Buyer/Borrower Contact
Power of Attorney - Refi (NH)	Need a Buyer/Borrower Contact
Power of Attorney - Sale (NH)	Need a Seller Contact
Preliminary Report of Title (RI)	Need a Title Commitment
Real Estate Broker's Statement (ME)	Need a Listing Agent/Broker or Selling Agent/Broker Contact
Recording Corrections For Deeds	Need a Deed
Recording Cover Memo	Need a Property
Recording Cover Sheet	Need a Property
Recording Information (ME)	Need a Property
Request for Certificate of Compliance (ME)	Need a Property
Request for Information (Buyer-Borrower or Seller)	Need a Buyer/Borrower or Seller Contact
Santander Closing Disclosure DRAFT Information Sheet	Need a Lender Contact
Search Request (ME)	Need a Property
Seller Forwarding Information	Need a Seller Contact

## Prerequisite Data for Documents Guide

SoftPro Select Document	Data Required
Sketch Waiver (ME)	Need a Buyer/Borrower Contact
Special POA (ME)	Need a Seller Contact
Special Power of Attorney (AR)	Need a Seller Contact
Special Power of Attorney (VA)	Need a Seller Contact
Survey Request Form (ME)	Need a Property
Survey Waiver (VA)	Need a Property
Tax and Assessing Request	Need a Property
Tax Info Sheet (ME)	Need a Property
Tax Information Request	Need a Property
Tax Information Sheet	Need a Loan
Tax Report (AR)	Need a Property
Tenant Notice (ME)	Need a Contact
Title Report	Need a Title Commitment
Trust Certification	Need a Contact that is an Organization with Type = Trust
Trustee Certificate (ME)	Need a Buyer/Borrower or Seller Contact
Update (ME)	Need a Property

Use the links below for other state-specific documents.

Click link to access that state's document	
<a href="#">Arkansas</a>	<a href="#">Maine</a>
<a href="#">Indiana</a>	<a href="#">New Hampshire</a>
<a href="#">Maryland</a>	<a href="#">Rhode Island</a>