

Serenity Settlements, LLC  
2332 New Bridge Road  
Mineral, VA 23117  
PHONE: (540) 894-9631 FAX: (540) 894-9308

**REFINANCE  
TITLE REQUEST/SETTLEMENT ORDER FORM**

**ORDER DATE:** \_\_\_\_\_

PROPOSED CLOSING DATE: \_\_\_\_\_

BORROWER(S): B1 \_\_\_\_\_

B2 \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

COUNTY/CITY OF: \_\_\_\_\_

PRIMARY RESIDENCE  INVESTMENT PROPERTY

**BORROWER'S PHONE NUMBERS:**

Work B1 (\_\_\_\_\_) \_\_\_\_\_ Home B1 (\_\_\_\_\_) \_\_\_\_\_ Cell B1 (\_\_\_\_\_) \_\_\_\_\_

Work B2 (\_\_\_\_\_) \_\_\_\_\_ Home B2 (\_\_\_\_\_) \_\_\_\_\_ Cell B2 (\_\_\_\_\_) \_\_\_\_\_

BORROWER(s) SSN: B1 \_\_\_\_\_ B2 \_\_\_\_\_

**PAYOFF INFORMATION:**

1ST MORTGAGE LENDER: \_\_\_\_\_

LOAN NUMBER: \_\_\_\_\_

2ND MORTGAGE LENDER: \_\_\_\_\_

LOAN NUMBER: \_\_\_\_\_

**HAZARD INSURANCE:**

AGENT/COMPANY NAME: \_\_\_\_\_

PHONE # (\_\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_\_) \_\_\_\_\_

MORTGAGE BROKER: \_\_\_\_\_

PHONE # (\_\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_\_) \_\_\_\_\_

LOAN OFFICER: \_\_\_\_\_

PROCESSOR: \_\_\_\_\_

LENDER: \_\_\_\_\_

PROPOSED LOAN AMOUNT: \$ \_\_\_\_\_

**THE FOLLOWING WILL BE NEEDED IN THE FUTURE TO COMPLETE THE APPLICATION:**

- New Lender Mortgagee Clauses
- Loan Application, All Pages
- Borrower's Signed Authorization
- HOI Declaration Page with Invoice or Paid Receipt