

**PAGE 1 – SURPLUS FUNDS CHAIN OF TITLE**  
**FOR FLORIDA MORTGAGE AND HOA FORECLOSURE FILES**

SALE TYPE (CHECK ONE):  MORTGAGE       HOME OWNERS ASSOCIATION

NAME(S) OF PERSON(S) OR ENTITY FORECLOSED ON (CASE NAME) \_\_\_\_\_  
\_\_\_\_\_

DEED HOLDER(S) AT TIME OF LIS PENDENS (NOT THE BUYER) \_\_\_\_\_  
\_\_\_\_\_

DEED RECORDATION DATE \_\_\_\_\_ BOOK AND PAGE# \_\_\_\_\_  
(THE OWNER'S DEED AT TIME OF LIS PENDENS)

FILE OR CASE NUMBER/DESCRIPTOR \_\_\_\_\_

SURPLUS AMOUNT \_\_\_\_\_  ESTIMATED     VERIFIED

COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE FILE REVIEWED \_\_\_\_\_ RESEARCHER \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LIS PENDENS DATE \_\_\_\_\_

DATE FORECLOSED \_\_\_\_\_ (UNDER 60 DAYS YOU HAVE OPTION TO DO THE TITLE WORK, IF YOU DO NOT THE COMMISSION WILL DROP FROM 12% TO 8%)

CERTIFICATE OF TITLE DATE \_\_\_\_\_ (IF ISSUED AND NOTED ON DOCKET, NOT REQUIRED FOR FILE SUBMISSION)

AMOUNT FORECLOSED ON (JUDGMENT AMOUNT) \_\_\_\_\_

SALES PRICE AT AUCTION \_\_\_\_\_

FORECLOSING ENTITY (BANK OR HOA NAME) \_\_\_\_\_

**FILE CHECKLIST – ITEMS WE REQUIRE FOR FLORIDA MORTGAGE AND HOA FILES REFERRED TO US, NO EXCEPTIONS, PLEASE DO NOT SEND IN WITHOUT REQUIRED DOCS:**

- PRINTED DOCKET CASE HISTORY REPORT
- FINAL JUDGMENT AND FORECLOSURE DOCUMENT
- COPY OF DEED SHOWING OWNERSHIP AT TIME OF FORECLOSURE (NOT THE BUYER, WE WANT THE LAST OWNER AT TIME OF LIS PENDENS)
- COPY OF REGISTRY LIST SHOWING THE AMOUNT HELD ON THIS CASE – IF THE REGISTRY DOES NOT SHOW THE DIBURSMENT TO THE FORECLOSING ENITIY, YOU CAN ESTIMATE, BUT MUST CHECK THE ESTIMATED BOX NEXT TO SURPLUS AMOUNT. WE WILL NOT ACCEPT ESTIMATED VALUES UNDER \$15K.

**PAGE 2 – SURPLUS FUNDS CHAIN OF TITLE – MORTGAGE HISTORY**

**ONLY IF SALE WAS LESS THAN 60 DAYS AGO**

YOU MUST CHECK ONE BOX BELOW – IF SALE WAS LESS THAN 60 DAYS AGO AND YOU DO NOT DO TITLE, THE COMMISSION WILL DROP FROM 12% TO 8%

Sale Past 60 Days  Under 60 Days, No Title  Under 60 Days, Title Done

**MORTGAGE HISTORY/CHAIN IN ORDER STARTING WITH EX-OWNER’S FIRST MORTGAGE ON PROPERTY**

NAME OF BANK/LENDER \_\_\_\_\_ AMOUNT \_\_\_\_\_  
DATE RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
\*SATISFIED/PAID OFF \_\_\_\_\_ OPEN/NOT SATISFIED \_\_\_\_\_ FORECLOSING ENTITY \_\_\_\_\_  
ASSIGNED TO ANOTHER BANK? \_\_\_\_\_ IF YES, WHO HAS THE LOAN NOW \_\_\_\_\_  
\*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: \_\_\_\_\_

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NAME OF BANK/LENDER \_\_\_\_\_ AMOUNT \_\_\_\_\_  
DATE RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
\*SATISFIED/PAID OFF \_\_\_\_\_ OPEN/NOT SATISFIED \_\_\_\_\_ FORECLOSING ENTITY \_\_\_\_\_  
ASSIGNED TO ANOTHER BANK? \_\_\_\_\_ IF YES, WHO HAS THE LOAN NOW \_\_\_\_\_  
\*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: \_\_\_\_\_

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NAME OF BANK/LENDER \_\_\_\_\_ AMOUNT \_\_\_\_\_  
DATE RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
\*SATISFIED/PAID OFF \_\_\_\_\_ OPEN/NOT SATISFIED \_\_\_\_\_ FORECLOSING ENTITY \_\_\_\_\_  
ASSIGNED TO ANOTHER BANK? \_\_\_\_\_ IF YES, WHO HAS THE LOAN NOW \_\_\_\_\_  
\*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: \_\_\_\_\_

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NAME OF BANK/LENDER \_\_\_\_\_ AMOUNT \_\_\_\_\_  
DATE RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
\*SATISFIED/PAID OFF \_\_\_\_\_ OPEN/NOT SATISFIED \_\_\_\_\_ FORECLOSING ENTITY \_\_\_\_\_  
ASSIGNED TO ANOTHER BANK? \_\_\_\_\_ IF YES, WHO HAS THE LOAN NOW \_\_\_\_\_  
\*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: \_\_\_\_\_

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NAME OF BANK/LENDER \_\_\_\_\_ AMOUNT \_\_\_\_\_  
DATE RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
\*SATISFIED/PAID OFF \_\_\_\_\_ OPEN/NOT SATISFIED \_\_\_\_\_ FORECLOSING ENTITY \_\_\_\_\_  
ASSIGNED TO ANOTHER BANK? \_\_\_\_\_ IF YES, WHO HAS THE LOAN NOW \_\_\_\_\_  
\*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: \_\_\_\_\_

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**IF MORE MORTGAGES, PLEASE ADD ANOTHER PAGE USING OUR FORMAT.**

**PAGE 3 – SURPLUS FUNDS CHAIN OF TITLE – JUDGEMENT HISTORY**

**ONLY IF SALE WAS LESS THAN 60 DAYS AGO**

YOU MUST CHECK ONE BOX BELOW – IF SALE WAS LESS THAN 60 DAYS AGO AND YOU DO NOT DO TITLE, THE COMMISSION WILL DROP FROM 12% TO 8%

Sale Past 60 Days  Under 60 Days, No Title  Under 60 Days, Title Done

**JUDGMENT/LIENS HISTORY/CHAIN**

DATE RECORDED \_\_\_\_\_ ORIGINAL AMOUNT \_\_\_\_\_  
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. \_\_\_\_\_  
JUDGMENT/LEIN HOLDER NAME \_\_\_\_\_

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DATE RECORDED \_\_\_\_\_ ORIGINAL AMOUNT \_\_\_\_\_  
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. \_\_\_\_\_  
JUDGMENT/LEIN HOLDER NAME \_\_\_\_\_

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DATE RECORDED \_\_\_\_\_ ORIGINAL AMOUNT \_\_\_\_\_  
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. \_\_\_\_\_  
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER \_\_\_\_\_

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DATE RECORDED \_\_\_\_\_ ORIGINAL AMOUNT \_\_\_\_\_  
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. \_\_\_\_\_  
JUDGMENT/LEIN HOLDER NAME \_\_\_\_\_

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DATE RECORDED \_\_\_\_\_ ORIGINAL AMOUNT \_\_\_\_\_  
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. \_\_\_\_\_  
JUDGMENT/LEIN HOLDER NAME \_\_\_\_\_

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DATE RECORDED \_\_\_\_\_ ORIGINAL AMOUNT \_\_\_\_\_  
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. \_\_\_\_\_  
JUDGMENT/LEIN HOLDER NAME \_\_\_\_\_

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DATE RECORDED \_\_\_\_\_ ORIGINAL AMOUNT \_\_\_\_\_  
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. \_\_\_\_\_  
JUDGMENT/LEIN HOLDER NAME \_\_\_\_\_

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**IF MORE LIENS/JUD, PLEASE ADD ANOTHER PAGE USING OUR FORMAT.**

**PAGE 4 – SURPLUS FUNDS CHAIN OF TITLE – CONCLUSION SHEET**

**CONCLUSION** – IF DECEASED, THE FILE MUST NAME A PERSONAL REP OF THE ESTATE OR NAME HEIRS. IF THE CASE FILE DOES NOT NAME EITHER OF THESE, AND THE PERSON IS DECEASED, WE WILL NOT ACCEPT THE FILE.

IF ONE OF THE PERSONS NAMED ON THE DEED IS DECEASED, THE OWNERSHIP DOES NOT AUTOMATICALLY TRANSFER TO SURVIVING OWNER, UNLESS DEED SAYS ‘JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP’ OR ‘TENANCY BY THE ENTIRETY’. IF THE DEED DOES NOT HAVE EITHER OF THESE CLAUSES, BOTH NAMES MUST GO ON THE CONCLUSION EVEN IF 1 OR MORE IS DECEASED.

\_\_\_\_\_ ARE 1<sup>ST</sup> IN LINE FOR FUNDS CURRENTLY DUE  
AMOUNT: \_\_\_\_\_

\_\_\_\_\_ ARE 2<sup>ND</sup> IN LINE FOR FUNDS CURRENTLY DUE  
AMOUNT: \_\_\_\_\_

\_\_\_\_\_ ARE 3<sup>RD</sup> IN LINE FOR FUNDS CURRENTLY DUE  
AMOUNT: \_\_\_\_\_

\_\_\_\_\_ ARE 4<sup>TH</sup> IN LINE FOR FUNDS CURRENTLY DUE  
AMOUNT: \_\_\_\_\_

**CONCLUSION NOTES, PLEASE READ:**

PLEASE READ THE REFERRALS PAGE FOR RULES ON FILE SUBMISSION BEFORE SENDING IN.

IF YOUR FILE IS NOT ACCEPTED, WE WILL NOTIFY YOU VIA EMAIL. YOU CAN MAKE CORRECTIONS AND EMAIL ENTIRE CORRECTED FILE TO PAPERWORK.

ALL PAGES OF THIS WORKSHEET MUST BE FILLED OUT CORRECTLY, IF THERE ARE NO MORTGAGES OR LIENS/JUDGMENTS OR YOU OPTED NOT TO DO TITLE, THOSE PAGES CAN BE LEFT BLANK BUT YOU STILL MUST INCLUDE WITH FILE.

FILL OUT CONCLUSION PAGE CORRECTLY, IF THERE IS DEBT – IT GOES IN FIRST POSITIONS BASED ON RECORDATION DATE AND END AT THE EX OWNER (DEED HOLDER(S)). DO NOT LEAVE THE CONCLUSION PAGE BLANK, WE WILL REJECT THE FILE.

WE DO NOT WORK WITH BANKS – SEE RULE #3 ON REFFERRALS PAGE

CHECK FOR CLAIMS – IF YOU SEE A CLAIM FOR SURPLUS WE CANNOT ACCEPT THE FILE UNLESS YOU ARE ABLE TO CHECK AND SEE WHAT THE CLAIM IS FOR. IF THE OWNER OR LIEN HOLDER IS MAKING A CLAIM FOR THE ENTIRE SURPLUS, DO NOT SEND IN. IF A LIEN HOLDER IS CLAIM A PORTION OF THE SURPLUS AND IT STILL LEAVES \$10,000, YOU CAN SNED IN ALONG WITH THE CLAIM, MAKE A NOT OF THE CLAIM IN YOUR EMAIL WITH THE FILE.