

**PAGE 1 – SURPLUS FUNDS CHAIN OF TITLE**  
**FOR FLORIDA MORTGAGE OR HOA FORECLOSURES**

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 FORECLOSURE (NOT THE BUYER) \_\_\_\_\_  
\_\_\_\_\_

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

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

COUNTY \_\_\_\_\_ STATE **FLORIDA**

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

FORECLOSED PROPERTY ADDRESS/(LEGAL ONLY IF VACANT LAND) \_\_\_\_\_  
\_\_\_\_\_

**FORECLOSED MORTGAGE OR HOA INFORMATION:**

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%)

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 EXECPTIONS:**

- 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 RIGHT BEFORE THE SALE)
- 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.

**IF ANY OF THESE ITEMS ARE MISSING, WE WILL NOT WORK THE FILE.  
PLEASE DO NOT SEND IN WITHOUT REQUIRED DOCS.**

**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**

**FIRST MORTGAGE ON PROPERTY:**

NAME OF MTG HOLDER \_\_\_\_\_ AMOUNT \_\_\_\_\_ DATE \_\_\_\_\_  
RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ LOAN # \_\_\_\_\_  
ADDRESS/CONTACT INFO \_\_\_\_\_

SATISFIED/PAID OFF - ? IF SO, DEED BOOK/PAGE REFERENCE: \_\_\_\_\_  
\_\_\_\_\_

**SECOND MORTGAGE ON PROPERTY:**

NAME OF MTG HOLDER \_\_\_\_\_ AMOUNT \_\_\_\_\_ DATE \_\_\_\_\_  
RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ LOAN # \_\_\_\_\_  
ADDRESS/CONTACT INFO \_\_\_\_\_

SATISFIED/PAID OFF - ? IF SO, DEED BOOK/PAGE REFERENCE: \_\_\_\_\_  
\_\_\_\_\_

**THIRD MORTGAGE ON PROPERTY:**

NAME OF MTG HOLDER \_\_\_\_\_ AMOUNT \_\_\_\_\_ DATE \_\_\_\_\_  
RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ LOAN # \_\_\_\_\_  
ADDRESS/CONTACT INFO \_\_\_\_\_

SATISFIED/PAID OFF - ? IF SO, DEED BOOK/PAGE REFERENCE: \_\_\_\_\_  
\_\_\_\_\_

**FOURTH MORTGAGE ON PROPERTY:**

NAME OF MTG HOLDER \_\_\_\_\_ AMOUNT \_\_\_\_\_ DATE \_\_\_\_\_  
RECORDED \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ LOAN # \_\_\_\_\_  
ADDRESS/CONTACT INFO \_\_\_\_\_

SATISFIED/PAID OFF - ? IF SO, DEED BOOK/PAGE REFERENCE: \_\_\_\_\_  
\_\_\_\_\_

**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. \_\_\_\_\_  
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER \_\_\_\_\_

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

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

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

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

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

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

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

**CONCLUSION – IF DECEASED, PLEASE CHECK ESTATE FILE AND INCLUDE ESTATE FUNDS WORKSHEET AND DOCUMENTATION**

\_\_\_\_\_ 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: \_\_\_\_\_

**\*\*\*\*\*CONTACT INFORMATION FOR EACH PERSON IN LINE TO FOLLOW ON SEPARATE SHEET. TO INCLUDE NAMES, PHONE NUMBERS, ADDRESSES.**

**CONTACT ADDRESS FOR CLAIMANTS:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
IS THIS A 'GUESS' OR TAKEN FROM WHITEPAGES, ETC? \_\_\_\_\_

**CONTACT ADDRESS FOR CLAIMANTS:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
IS THIS A 'GUESS' OR TAKEN FROM WHITEPAGES, ETC? \_\_\_\_\_

**CONTACT ADDRESS FOR CLAIMANTS:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
IS THIS A 'GUESS' OR TAKEN FROM WHITEPAGES, ETC? \_\_\_\_\_

**CONTACT ADDRESS FOR CLAIMANTS:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
IS THIS A 'GUESS' OR TAKEN FROM WHITEPAGES, ETC? \_\_\_\_\_