



Laveda's Sign & Seal, LLC

Loan Signing Request Intake Form

Document ID: LSS-INTAKE-LSA-002

Purpose

Collect appointment and document details for loan signing assignments to ensure a smooth signing, accurate return package handling, and timely completion.

Date: _____

Order #: _____

Customer Information

Full Name _____

Phone Number _____

Email Address _____

Preferred Contact Method

(Call / Text / Email)

Street Address _____

City / Zip _____

Appointment Details

Preferred Date _____

Preferred Time Window

(e.g., 2-4 PM)

Location Type _____

(Home / Office / Hospital / Other)

Parking / Entry Notes

(Gate code, suite, etc.)

Signing Details

Property Address (if applicable)

Type of Signing _____

(Purchase / Refi / HELOC / Seller / Other)

Lender / Title / Signing Service

Contact Person (Scheduler)

_____	_____
Borrower Name(s) _____	Preferred Delivery of Documents _____ (Email / Portal / Print / Hybrid)

Package Handling

<input type="checkbox"/> I will print documents	<input type="checkbox"/> Client will provide printed documents	<input type="checkbox"/> Scanbacks required
<input type="checkbox"/> No scanbacks required	<input type="checkbox"/> Drop to carrier same day	<input type="checkbox"/> Drop next business day

Additional Notes

Customer Acknowledgment

By signing, I confirm the information above is accurate. I understand I will receive a quote and final confirmation after details are reviewed.

Signature:		Date:	
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