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6850 College Blvd, Overland Park, KS 66211

Mortgage Loan Certificate Request

Important Dates

Date Ordered:	
Need by Date:	
Closing Date:	

Client Info

Company Name:	
Ordered By:	
Ordered By Email:	
Mailing Address:	
Company Phone Number:	
Company Project Number:	

Project Info

Buyer Full Name:	
Property Address:	
Legal Description:	

Special Notes per 3TEN Surveying::

1. Please note if the legal description is from a deed, gis website, realtor, tax receipt, purchase agreement, etc.
2. Mortgage Loan Certificates are based on the information (legal, address, etc.) furnished by the client. If information furnished is incorrect, additional charges may be required to revise the MLC.
3. Standard procedures of the MLC is to locate the buildings only. No topographic features will be shown i.e. concrete, fences, landscaping, etc. per State requirements.
4. Billed agency will be financially responsible for all work done on this project. Cancellations will still be invoiced for the work completed to date up to the point of cancellation.
5. Billed agency will be responsible for forwarding all paperwork to the closing agency.
6. Work will not commence until this form is returned and acknowledged by 3TEN Surveying.
7. 3TEN Surveying shall retain ownership rights and title to the MLC provided. Drawings, sketches, field books, field notes, electronic field data, computer files and any other similar documents are instruments of service, and as such are to remain the property of 3TEN Surveying, LLC. Reuse of any drawing or document or copy thereof shall only be permitted with specific written consent by 3TEN Surveying LLC.

Please email this form back to 3TEN Surveying as soon as possible.
Thank you for your business!!