

Attorney Legal Review

How to order an Attorney Legal Document Review in the PPDocs System.
Including POA/Trust/Leasehold

1. Login at www.ppdocs.com
 2. In your Account screen under Loans & Orders you will "Start a new order"
 3. Select your Property State and "Continue"
- NOTE: Legal Reviews are available in specific states.**

Loans & Orders

Casefile Manager
Search
Start a new order

Please select the state that the property is located in the drop-down list below.

Select State

Continue

4. In your "Specialty Order Forms" section, you'll select "Attorney Legal Review"

Specialty Order Forms

Attorney Legal Review

Legal review of submitted legal documents to ensure enforceability and/or compliance with applicable state law. Please upload applicable supporting documentation, including any documents that are to be recorded in the real property records and any legal instruments affecting title to real property (deed, deed of trust, note, transfer or release of lien, etc.)

5. Choose the Document Type you'd wish to be reviewed under the drop-down menu!
(Including, but not limited to, POA, Trust, Closing Documents, Leasehold, etc..)

Select document type

Select Option

6. In this instance, I've chosen POA Review. Once chosen, your screen will update with the selection you've specified, the price, and option to "Order": *Select Order on the appropriate option!*

Please select one

POA Review	\$250.00**	Order
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*** If you order the closing documents from us later, we will cancel this invoice. Simply include the order number in your closing package request.*

NOTE: Please read all notices below the order type! This is valuable information! For instance, the POA italicized *info* indicates what steps to take if you're ordering closing docs with this POA Review.**

7. You've selected your type! Now you will need to upload both Documents for Review and Supporting Documents!

NOTE: The descriptions for Step 1 & 2 will give you an idea of what we are looking for you to upload.

Step 1: Upload legal documents to be reviewed.
Upload the legal instruments affecting title to Texas real property, including any deed, deed of trust, note, mortgage, and transfer or release of lien. Include any other documents that are to be recorded in the Texas Real Property Records. You can upload multiple files by holding the CTRL key and selecting multiple files. Uploading more than once will replace the uploaded documents.

Upload File (Max 30M)

Step 2: Upload support documents.
Upload any documents or other information that we are to review the documents uploaded in Step 1 against.
Examples:
a) current title commitment [to review the current ownership and legal description],
b) survey [to review legal description],
c) prior deed or deed of trust [to review current ownership and legal description] or
d) other reference document that has been previously recorded.
You can upload multiple files by holding the CTRL key and selecting multiple files. Uploading more than once will replace the uploaded documents.

Upload File (Max 30M)

8. Step 3 & 4 will require your information and more about your transaction. This allows us to know more about your intentions with this review and if there is any additional steps for you.

NOTE: It is imperative that the items in red be answered correctly or the review may not be correct.

9. STEP 5: You've completed all the required information and uploaded your documents! Now you'll need to read the Review Agreement, check the box to "agree with the above statement" and **Submit Request!**

☐ I agree with the above statement

Submit Request

Don't hesitate to get with our team on any questions or concerns!

Here is a table to help you navigate your question appropriately:

Type of inquiries	Email Address
Document preparation questions and status updates on document orders	DocPrep@ppdocs.com
Questions for fulfillment orders	Fulfillment@ppdocs.com
Questions about rescission requirements, federal or state predatory lending test questions, guidance for particular scenarios, or other compliance related questions	Compliance@ppdocs.com
Technical support, bug reporting	Support@ppdocs.com
Legal specific questions	Legal@ppdocs.com
Registering, signing up, pricing quotes	CR@ppdocs.com
Billing, invoicing, credit card payments	Accounting@ppdocs.com