



Order for Title Insurance

Date: _____ Date Order Received: _____ Date Wanted: _____

Ordered By: _____

Name Phone Fax

Order Type:

- | | |
|--|---|
| <input type="checkbox"/> Long Term Construction Loan | <input type="checkbox"/> Short Term Construction Loan |
| <input type="checkbox"/> Foreclosure | <input type="checkbox"/> Information Search |
| <input type="checkbox"/> Leasehold | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Permanent Loan | <input type="checkbox"/> Refinance |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Vacant Land |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Multi Family |

Transaction Type:

- | | |
|---|--|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Land Contract |
| <input type="checkbox"/> New Mortgage | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Home Equity | <input type="checkbox"/> Title Search (Does not include insurance) |
| <input type="checkbox"/> Refinance | <input type="checkbox"/> Foreclosure |
| <input type="checkbox"/> 2 nd Mortgage | <input type="checkbox"/> Mortgage-without Exceptions |
| <input type="checkbox"/> Mortgage with Exceptions | <input type="checkbox"/> Short Sale |

Property Address: _____

Legal Description: _____

Parcel Number: _____

HOA Name: _____ Phone: _____ E-Mail _____

Dues: \$ _____ Check One: ___ Annually ___ Semi-Annually ___ Quarterly ___ Monthly

Listing Agent: _____

Company: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Commission paid by Buyer _____ Commission paid by Seller _____

Selling Agent: _____

Company: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Sale Price: \$ _____ Loan Amount: \$ _____

Commission paid by Buyer _____ Commission paid by Seller _____

Purchaser(s): _____
Address: _____
Marital Status: _____ Phone: _____
Attorney's Name: _____ Phone: _____
Address: _____

Seller(s): _____
Address: _____
Marital Status: _____ Phone: _____
Attorney's Name: _____ Phone: _____
Address: _____

Mortgage Information:
Name of Lender: _____ Mortgage Amount: _____
Address: _____
Contact Person: _____ Phone: _____
Loan Number: _____

Owner's Policy:
Name: _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Mortgage Policy:
Name: _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Documents Attached:
 Purchase Agreement and Addendums (if any) Prior Title Policy
 Payoff Authorization Trust Agreement
 Death Certificate Divorce Decree
 Other _____

Additional Information: