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File No. \_\_\_\_\_

## ORDER FORM

Target Close / Due Date:

Both Owner & Loan Policy     Owners Policy only     Loan Policy only     Refi

- select here if you would like policy(s) issued without exceptions
- select here to order building & use restriction
- select here for Search ONLY

### TYPE OF SALE

- CASH
- NEW MORTGAGE
- LAND CONTRACT
- SHORT SALE

### TYPE OF LOAN

- 1<sup>ST</sup> MORTGAGE
- REFI OF ( ) MORTGAGE ( ) L/C
- 2<sup>ND</sup> MORTGAGE ( ) EQUITY LOAN
- NEW CONSTRUCTION

Sale Price: \_\_\_\_\_

Loan Amount: \_\_\_\_\_

EMD: \_\_\_\_\_

Held By: \_\_\_\_\_

Full Property Address: \_\_\_\_\_

City/ Twp

/Village: \_\_\_\_\_

County: \_\_\_\_\_

TAX ID: \_\_\_\_\_

LEGAL:

## SELLER & AGENT INFORMATION

**SELLER 1:** \_\_\_\_\_

(Full Legal Name)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Marital

Status: \_\_\_\_\_

SS#: \_\_\_\_\_

**SELLER 2:** \_\_\_\_\_

(Full Legal Name)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Marital

Status: \_\_\_\_\_

SS#: \_\_\_\_\_

**Listing Agent** Commission: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Transaction Fee: \_\_\_\_\_

Phone: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Contact/Processor: \_\_\_\_\_

Email: \_\_\_\_\_

**Selling Agent** Commission: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Transaction Fee: \_\_\_\_\_

Phone: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Contact/Processor: \_\_\_\_\_

Email: \_\_\_\_\_

## BUYER & LENDER INFORMATION

**Buyer 1:** \_\_\_\_\_

(Full Legal Name)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Marital

Status: \_\_\_\_\_

SS#: \_\_\_\_\_

**Buyer 2:** \_\_\_\_\_

(Full Legal Name)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Marital

Status: \_\_\_\_\_

SS#: \_\_\_\_\_

**Lender Contact:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Loan Officer: \_\_\_\_\_

LO Email: \_\_\_\_\_

Processor: \_\_\_\_\_

Email: \_\_\_\_\_

### ATTACHED DOCUMENTS:

- PURCHASE AGREEMENT
- PAYOFF LETTER
- HOMEOWNER ASSOCIATION INFORMATION
- TRUST DOCUMENTS
- CORP/LLC/PARTNERSHIP/BUSINESS ENTITY DOCUMENTS
- JUDGMENT OF DIVORCE SELLER
- DEATH CERTIFICATE
- BILL OF SALE INFORMATION

### ADDITIONAL NOTES: