



TITLE ORDER WORKSHEET

SELLER(S)

NAME(S) _____ MARITAL STATUS?
Married / Single
ADDRESS _____ SAME FOR FEDEX? Y/N
FEDEX ADDRESS _____ TELEPHONE NUMBER _____
SS# (EIN# IF CORPORATION) _____
CURRENT MORTGAGE(S) ON PROPERTY:
Loan Number: _____ Lender: _____
Contact Number: _____

****IF SELLER HAS A CURRENT TITLE POLICY 3 YEARS OLD OR NEWER, PLEASE ATTACH****

BUYER(S)

NAME(S) _____ MARITAL STATUS?
Married / Single
ADDRESS _____ SAME FOR FEDEX? Y / N
FEDEX ADDRESS _____ TELEPHONE NUMBER: _____
SS# (EIN# IF CORPORATION) _____

CONTRACT

MAIL OUT TO BUYER? YES / NO MAIL OUT TO SELLER? YES / NO
SALES PRICE _____ CLOSING DATE _____
EMD \$ _____ EMD HELD BY _____
SURVEY COMPANY _____ PHONE _____
TERMITE COMPANY _____ PHONE _____
INSURANCE COMPANY _____ PHONE _____

LENDER

LENDER NAME _____ CONTACT PERSON _____
LOAN AMOUNT _____ PHONE _____

REAL ESTATE BROKERS

TOTAL COMMISSION _____ %
LISTING AGENT NAME _____ SPLIT _____ %
SELLING AGENT NAME _____ SPLIT _____ %