

ACCURATE TITLE SERVICES, INC. TITLE ORDER INFORMATION SHEET
Please fill in the blanks as thoroughly as possible. Some will be for office use only.

COUNTY: _____

FILE # _____ Closing Date _____

Purchase Price _____ Loan Amount _____

PROPERTY ADDRESS: _____

_____ Verified with E-911 _____

LISTING AGENT: _____

COMPANY: _____

PHONE: _____ FAX: _____

CELL PHONE: _____

EMAIL: _____

SELLING AGENT: _____

COMPANY: _____

PHONE: _____ FAX: _____

CELL PHONE: _____

EMAIL: _____

COMMISSION _____%

SPLIT _____

BONUS _____

EARNEST MONEY: _____

HELD BY: _____

RECEIVED/Copy in file _____

VERIFIED _____

SELLER: _____

MARITAL STATUS _____ IF MARRIED, SPOUSE'S NAME (if not on title): _____

ADDRESS: _____

SS# _____ SPOUSE'S SS# _____

Home # _____ Work # _____ Cell _____

CLOSE BY MAIL _____ EMAIL _____

*Is everyone currently on title also on contract? Y/N If not, why not? (i.e. deceased, divorced)

*Please supply us with death certificate, probate documents, divorce documents, etc., as applicable.

VERIFIED _____

BUYER: _____

MARITAL STATUS _____ IF MARRIED, SPOUSES NAME: _____

ADDRESS: _____

Home # _____ Work# _____ Cell _____

CLOSE BY MAIL _____ EMAIL _____

Primary or secondary residence? _____

****What address will tax bills be sent to?** _____

****If this purchase is a second home or investment property, be sure to have your tax bills sent to a permanent address.**

LENDER _____ CONTACT _____

PHONE # _____ Fax _____ LOAN # _____

EMAIL _____

__ TERMITE ORDERED BY _____ INSPECTOR _____ REC'D _____

__ HOME WARRANTY ORDERED BY _____ AMT: _____ PD TO: _____ REC'D _____

__ SURVEY ORDERED BY _____ DUE _____ SURVEYOR _____ REC'D _____

SPECIAL INSTRUCTIONS:

1. If either party is a business entity we will need a copy of its most recent corporate documents.
2. If either party is the trustee of a trust we will need a copy of the most recent trust documents.
3. If either party includes more than one person that is not married to the other, please let us know how the individuals wish to hold title to the property.
4. Never hesitate to call us with any questions. Office: 865-436-2192