



### ORDER FORM

#### CUSTOMER

Date Ordered: \_\_\_\_\_ Closing Date: \_\_\_\_\_  
Person Ordering: \_\_\_\_\_ Company Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Sales Representative: \_\_\_\_\_

**Service Requested:**

- Title Insurance:  2006  1998  Purchase
- Preliminary Commitment  Refinance
- 24 Month Chain of Title  Payoff Land Contract
- Current Owner Search  Commercial
- Document Prep  Construction Loan
- Document Retrieval  2<sup>nd</sup> Mortgage

**Loan Type:**

- ◆ Prior Title Policy Sent with this order?  Yes  No  
Prior File Number (if available) \_\_\_\_\_
- ◆ Is Royal Title To Close?  Yes  No  
Place of Closing? \_\_\_\_\_
- ◆ Order Survey?  Yes  No
- ◆ Need A Deed & Affidavit?  Yes  No

#### REALTORS

Listing Agent Name: \_\_\_\_\_ Buying Agent Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Commission: \_\_\_\_\_ Split: \_\_\_\_\_  
Purchase Agreement Attached?  Yes  No Amendments and/or Counter Offers Attached?  Yes  No

#### BORROWERS

Name (first, middle, last): \_\_\_\_\_ SSN: \_\_\_\_\_  
Name (first, middle, last): \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Vesting  Husband & Wife  Joint Tenants /w Rights of Survivorship  Tenants in Common

#### SELLERS

Name (first, middle, last): \_\_\_\_\_ SSN: \_\_\_\_\_  
Name (first, middle, last): \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### LENDER

Lender Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Loan Amount: \_\_\_\_\_ Sales Amount: \_\_\_\_\_

#### PROPERTY

Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
County: \_\_\_\_\_ Legal Description: \_\_\_\_\_

#### PAYOFF

Should Royal Title Services order payoff(s)?  Yes  No If yes, please send an authorization.  
Name: \_\_\_\_\_ Account #: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Account #: \_\_\_\_\_ Phone: \_\_\_\_\_

#### SPECIAL INSTRUCTIONS