

## Title Commitment Order Form

PROPERTY ADDRESS: \_\_\_\_\_ TAX CODE #: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

SALE PRICE: \_\_\_\_\_

Type of Sale:  CASH  MORTGAGE  LAND CONTRACT/SELLER FINANCING

### PURCHASER'S INFORMATION:

Name(s) as you would like to be shown in title:

Select tenancy:  Married  Joint Tenants with Full Rights of Survivorship  
 Tenants in Common  Entity (i.e. Trust, LLC, Partnership, Corporation)  
 Other

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Lender Name (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Lender Phone Number: \_\_\_\_\_ Lender Email: \_\_\_\_\_

### SELLER'S INFORMATION:

Name(s) as you believe Title is currently held (include marital status, tenancy, or entity name):

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are ALL Seller's U.S. Citizens?  YES  NO

TIN, EIN or SSN: \_\_\_\_\_

Is any Seller Deceased?  YES  NO If yes, name deceased: \_\_\_\_\_

Were any Sellers involved in a Divorce since taking title?  YES  NO

Do you have any current Liens/Mortgages/Loans?  YES  NO

If YES, please provide Payoff Authorization for each Lender or Lien Holder.

### CLOSING INFORMATION:

**NOTE: It is the Sellers' and Purchasers' responsibility to coordinate keys and utilities.**

Earnest Money Deposit: \$ \_\_\_\_\_ Held By: \_\_\_\_\_

Are there tenants on the property?  YES  NO

Is this property a Condominium of part of a Homeowner's Association?  YES  NO

If yes, Association Dues \$ \_\_\_\_\_ Association Phone Number: \_\_\_\_\_

This transaction is contingent up on the sale or exchange of another property:  YES  NO

### SPECIAL INSTRUCTIONS: (Include any additional costs to Purchaser or Seller)

\_\_\_\_\_  
\_\_\_\_\_