



**Date Ordered:** \_\_\_\_\_ **Date Required:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_

**Type of Search:**  Purchase     Refinance     Lien Search     New Construction  
 Residential     Commercial     Co-op     Condominium     Other \_\_\_\_\_

**PROPERTY**

**Property Address:** \_\_\_\_\_  
**City/Township:** \_\_\_\_\_ **County:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Condominium Association:** \_\_\_\_\_ **Monthly Condominium/HOA Dues:** \_\_\_\_\_  
**Condominium Association Contact:** \_\_\_\_\_  
**Tax Block:** \_\_\_\_\_ **Tax Lot:** \_\_\_\_\_  
**Purchase Price:** \_\_\_\_\_ **Mortgage Amount:** \_\_\_\_\_ **Refinance Amount:** \_\_\_\_\_

**ORDERED BY:**

**Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_  
**Title Agent/Salesperson:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PARTIES:**

**Seller/Mortgagor(s):** \_\_\_\_\_ **Agent:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Buyer(s):** \_\_\_\_\_ **Agent:** \_\_\_\_\_  
\_\_\_\_\_  
**Address:** \_\_\_\_\_

**Lender:** \_\_\_\_\_  
**Loan Officer/Originator's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Loan Processor's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Lender's Address:** \_\_\_\_\_  
**Lender's Attorney:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**ADDITIONAL INFORMATION:**

**Survey:**  Attached     To Follow     New Order     N/A  
Company \_\_\_\_\_

**Back Title / Owner's Title Policy:**  Attached     To Follow     N/A

**Property Contract:**  Attached     To Follow     N/A

**Settlement Services:**  Yes     No

**SPECIAL INSTRUCTIONS:**