



### ORDER FORM

#### CUSTOMER

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

**Service Requested:**

**Loan Type:**

Title Insurance: 2013 2006 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

◆ 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  
Preferred Surveyor \_\_\_\_\_  
◆ Need A Deed & Affidavit? Yes No  
Preferred Attorney \_\_\_\_\_

#### 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