Landmark Title of Racine

**Ph: 262-632-6262 Fax: 262-632-6243 E-mail: orders@landmarktitleracine.com**

# Sale of Real Estate Order Form

(Title Insurance and Closing Statements)

Ordered by: Click or tap here to enter text. Company: Click or tap here to enter text.

Address: Click or tap here to enter text.

 Click or tap here to enter text.

Phone: Click or tap here to enter text. Fax: Click or tap here to enter text. E-mail: Click or tap here to enter text.

Date ordered: Click or tap here to enter text. Sales price Click or tap here to enter text.

Owners (Seller) Names: Click or tap here to enter text.

Property Address: Click or tap here to enter text. Does the property have city water[ ]  or well[ ]

Buyers Names: Click or tap here to enter text.

Buyers Lender: Click or tap here to enter text. Contact Person: Click or tap here to enter text.

Address of lender: Click or tap here to enter text. Phone: Click or tap here to enter text.

 Click or tap here to enter text. Fax: Click or tap here to enter text.

 E-mail: Click or tap here to enter text.

Do you have a prior title? [ ] no yes[ ]  if yes fax to 262-632-6243 GAP Endorsement? no[ ] yes[ ]

Need by Date: Click or tap to enter a date.( when would you like title commitment by?)

Copies to: (ex. selling agent, or atty, etc.) (*You and the lender will automatically get a copy*)

 Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

Do you want Landmark Title to provide Closing Statements, Deed, and Transfer

Return? [ ] no (we should have everything we need)

[ ]  yes (continue to page 2 we will need additional information!)

Additional information or requests:Click or tap here to enter text.

**\*Additional Information Needed For Landmark Title to prepare documents**

(Closing Statements, Deed, Transfer Return)

**\*\*\* Please fax the following to: 262-632-6243**

**1. COMPLETE copy of your OFFER TO PURCHASE 2. Seller’s authorization to release mortgage loan information**

**Please complete the following information *if it is not already included* in the information you will be faxing:**

Type of Transfer: [ ] Sale [ ] Exchange [ ] Gift [ ] Deed in Satisfaction of Land Contract

**Property Information**:

Type of Heat: If not natural gas what source? Click or tap here to enter text. Type of Water: [ ] Municipal [ ] Well

Type of Sanitation: [ ] Municipal [ ] Private Septic

Property: [ ] Single Family [ ] \*Multifamily (#of units Click or tap here to enter text.) [ ] Commercial

\*\*[ ] [ ] condominium [ ] vacant land ***\* If multi-family, please complete the following***:

**UPPER: LOWER:**

Vacant: [ ] yes [ ] no [ ] Owner occupied [ ] Tenant occupied vacant: [ ] yes [ ] no [ ] owner occupied [ ] tenant occupied

Lease terms? Click or tap here to enter text.(month to month? Year? Etc.) Lease terms? Click or tap here to enter text. (month to month? Year? Etc.) Rent due date: Click or tap to enter a date.Rent amount:Click or tap here to enter text.

Rent due date: Click or tap to enter a date. Rent Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Security deposit [ ] Yes Amount $Click or tap here to enter text. [ ] No Security deposit[ ]  yes Amount $Click or tap here to enter text.No[ ]  Tenants Name(s) Click or tap here to enter text. Tenant’s Name (s) Click or tap here to enter text. **\*\***

***If condominium or homeowner’s association, please complete the following:***

Association Name: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.Phone # Click or tap here to enter text.Address: Click or tap here to enter text.

**Sellers Information:**

Social Security number(s) or FEIN(s) Click or tap here to enter text.

Marital Status: [ ] married [ ]  unmarried Is seller related to the buyer? Click or tap here to enter text.

Is this seller’s primary residence? [ ] yes [ ] no Seller’s phone #: Click or tap here to enter text.

Seller’s new address: Click or tap here to enter text.

Seller’s current loan information

 Lender Name Lender’s Phone Loan Number

\*1. Click or tap here to enter text.

\*2. Click or tap here to enter text.

\*3 Click or tap here to enter text. **\***

**Please have seller sign authorization to release mortgage information for each loan listed**

**Buyers Information**:

Social Security number(s) or FEIN(s)Click or tap here to enter text.

Marital Status: [ ] married [ ]  unmarried Buyers phone #: Click or tap here to enter text. Will this be buyer’s primary residence? [ ] yes [ ] no

**Earnest Money & Commissions**

% total commission Click or tap here to enter text.%Listing Broker Click or tap here to enter text.% Selling Broker Click or tap here to enter text.$ Click or tap here to enter text.Earnest Money Who has earnest money?Click or tap here to enter text. Is the earnest money deducted from the commission? [ ] yes [ ] no

**Closing Information:**

Tentative Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THANK YOU FOR YOUR ORDER! Page 2