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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date ordered: \_\_\_\_\_\_\_\_\_\_\_\_\_ Sales price\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owners (Seller) Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Does the property have city water\_\_\_\_ or well\_\_\_\_\_

Buyers Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyers Lender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of lender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a prior title? \_\_\_\_no yes\_\_\_\_ if yes fax to 262-632-6243 GAP Endorsement? no yes\_\_

Need by 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*)

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

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:

**\*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?\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Water: \_\_\_\_Municipal \_\_\_\_\_Well

Type of Sanitation: \_\_\_\_Municipal \_\_\_\_Private Septic

Property: \_\_Single Family \_\_\_\*Multifamily (#of units \_\_) \_\_\_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? \_\_\_\_\_\_\_\_\_ (month to month? Year? Etc.) Lease terms? \_\_\_\_\_\_\_\_ \_ (month to month? Year? Etc.) Rent due date: \_\_\_\_\_\_\_\_\_\_\_\_ Rent amount:\_\_\_\_\_\_\_\_\_\_ Rent due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rent Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security deposit \_\_\_Yes Amount $\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_No Security deposit\_\_\_\_\_\_ yes Amount $\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_No Tenants Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant’s Name (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\*\* *If condominium or homeowner’s association, please complete the following:***

Association Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sellers Information:**

Social Security number(s) or FEIN(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: \_\_\_\_married \_\_\_\_\_ unmarried Is seller related to the buyer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this seller’s primary residence? \_\_\_\_yes \_\_\_no Seller’s phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seller’s new address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seller’s current loan information

Lender Name Lender’s Phone Loan Number

\*1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\* Please have seller sign authorization to release mortgage information for each loan listed**

**Buyers Information**:

Social Security number(s) or FEIN(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: \_\_\_\_married \_\_\_\_\_ unmarried Buyers phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will this be buyer’s primary residence? \_\_\_\_yes \_\_\_\_no

**Earnest Money & Commissions**

\_\_\_\_\_\_\_\_% total commission \_\_\_\_\_\_\_\_%Listing Broker \_\_\_\_\_\_\_\_% Selling Broker

$\_\_\_\_\_\_\_\_\_\_\_ Earnest Money Who has earnest money? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is the earnest money deducted from the commission? \_\_\_\_\_\_yes \_\_\_\_no

**Closing Information:**

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

THANK YOU FOR YOUR ORDER! Page 2