



ORDER FORM



Order Date _____ Sales Price _____ File # _____

**Both Owners Policy
& Loan Policy**

**Cash or
Land Contract**

Owners Policy Only
**Splitting Polices*

Loan Policy Only
**Splitting Polices*

Refinance

*2nd Title Company _____ *Contact _____

*Underwritten By _____ *Phone # _____

FULL PROPERTY ADDRESS _____

Lot(s) _____ Subdivision _____

SELLER #1 FULL NAME _____ S.S. No. _____

Email _____ Married _____ Divorced _____ Single _____

Address _____ Phone _____

SELLER #2 FULL NAME _____ S.S. No. _____

Email _____ Married _____ Divorced _____ Single _____

Address _____ Phone _____

SELLERS REALTY CO. _____ Address _____

AGENT _____ Email _____ Phone _____

BUYER(S) _____ S.S. No.'s _____

Email _____ Married _____ Single _____

Address _____ Phone _____

BUYERS REALTY CO. _____ Address _____

AGENT _____ Email _____ Phone _____

Lender Information on Next Page

Enclosed Documentation
Purchase Agreement
Old Title Policy
Payoff Letter
Sellers Divorce Judgment
Death Certificate

Please collect & remit to us the following Funds	
_____	COMMISSION
_____	OCCUPANCY ESCROW
_____	WATER ESCROW
_____	HOME WARRANTY
_____	PROCESSING FEE Seller _____ Buyer _____
_____	OTHER _____
<input type="text"/>	TOTAL
	(Less Earnest Deposit Money from Buyer)
<input type="text"/>	NET DUE BROKER

Special Instructions

NOTE: FCT is not responsible for ordering items such as:
Health Reports, City Certifications, Termite Letters or any other items that fall into the category of "Mortgage Processing".

Mortgage Broker & Lender Information

Mortgage Amt _____ Loan No _____ Mtg Type _____

Proposed Insured _____

Mortgage Broker _____ Loan Officer _____

Address _____

Email _____ Phone _____ Fax _____

LENDER _____ Contact _____

Address _____

Email _____ Phone _____ Fax _____

LENDER REQUIRES

Closing Protection Letter

Gap Letter

Wiring Instructions

CHAIN OF TITLE

12 month

24 month

Last Deed of Record - Informal

Last Deed of Record – Formal (\$25 Fee)

SECOND MORTGAGE

2nd Mortgage

2nd Mortgage Insurance REQUIRED

Additional Information