

CLEAN TITLE AGENCY, INC.
Bexley Gateway Office Building
2154 East Main Street, Suite 301
Columbus, Ohio 43209
(614) 237-3525 Telephone (614) 237-3389 Facsimile
www.cleantitleagency.com

TITLE ORDER INSTRUCTIONS

Date: ___/___/20___

Customer: _____ Phone: _____
Ordered By: _____ Email: _____

Loan Type: 1st ___ 2nd ___ Purchase ___ Loan Amount \$ _____

Property Address: _____
City: _____ County: _____
Lot # _____ of _____ subdivision (from Appraisal)

Borrower Name: _____ Work/Home Phone: _____
Social Security #: _____ Email: _____

Co-Borrower Name: _____ Work/Home Phone: _____
Social Security #: _____ Email: _____

Seller Name (if Sale): _____ Work/Home Phone: _____
Seller Name (if Sale): _____ Work/Home Phone: _____

Existing Mortgages/Liens:

<u>Name of Lender/Creditor</u>	<u>Account #</u>	<u>Phone #</u>
1) _____		
2) _____		
3) _____		

Should Clean Title Agency order Proof of Homeowner's Insurance? If yes, please insert information below:

Name of Homeowner's Insurance Agent: _____ Phone: (____) _____
Mortgagee clause: _____

Should Clean Title Agency order a Survey? Yes ___ No ___ (N/A if a Refinance)
Should Clean Title Agency obtain Payoffs? Yes ___ No ___

Special Instructions: _____

PLEASE SEND COPY OF PURCHASE CONTRACT (IF A SALE), AUTHORIZATION TO OBTAIN PAYOFF(S), EXISTING SURVEY (IF A SALE AND IF SURVEY IS LESS THAN 10 YEARS OLD) AND BACK TITLE (IF APPLICABLE AND LESS THAN 10 YEARS OLD).