

TITLE ORDER FORM

Return to ATG Title Services via Fax: 855.827.3568 or Email: orders@atgf.com

Order Date: _____

Date Needed: _____

Delivery Method: (If none specified, we will send via email.)

- Delivery Method options: Email, US Mail, Pickup, UPS Next Day, Fax.

Ordered By: _____ Agent No.: _____

Phone No.: _____ Fax No.: _____ Email: _____

Transaction Type:

- Transaction Type options: Purchase, Cash Deal, Refinance, Foreclosure, Condo Conversion, Tract Search, Search Only.

Type of Property:

- Type of Property options: Single Family, Condo, Townhome, Commercial, Mixed Use, Vacant Land, Apartment Building.

BORROWER(S)

Borrower information fields: Name, SSN, Address, City, State, Zip, County.

* Non-purchase money mortgage transactions only.

SELLER(S)

Seller information fields: Name, SSN, Address, City, State, Zip, Phone, Fax.

SELLING PROPERTY

Selling property information fields: Address, City, State, Zip, County, PIN.

BUYER'S ATTORNEY

Buyer's Attorney information fields: Name, Address, City, State, Zip, Phone, Fax, Email.

SELLER'S ATTORNEY

Seller's Attorney information fields: Name, Address, City, State, Zip, Phone, Fax, Email.

REAL ESTATE AGENT

Real Estate Agent information fields: Name, Phone, Fax, Email.

COOPERATING REAL ESTATE AGENT

Cooperating Real Estate Agent information fields: Name, Phone, Fax, Email.

LENDER

First Lender Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____
First Mortgagee Clause:

Second Lender Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____
Second Mortgagee Clause:

Endorsements:

- ARM
- Balloon
- Other: _____
- Condo
- EPL
- _____
- Location
- PUD

Are any titleholders deceased? Yes No

Name(s): _____
Purchase Price: \$ _____
Loan Amount: \$ _____
Second Loan Amount: \$ _____
Two Commitments required? Yes No

PRIOR POLICY

- Yes, attached (*Both Schedules A & B*)
- No

ADDITIONAL INSTRUCTIONS

CLEARANCE ITEMS

For a fee of \$300, ATG will obtain or complete the following "clearance items" for transactions in Cook and the collar counties (a la carte fees* in parentheses).*

**Service fees only. Additional vendor costs may/will apply.*

- Homeowners Association (HOA) Documents and Paid Assessment Letters (PALs) (\$75)
- Sanitary District Letters (\$25)
- Surveys (\$100)
- Transfer Stamps (varies by municipality)
- Water Certification (\$150; includes \$50 City of Chicago filing fee)
- Zoning Certification (\$220; includes \$120 City of Chicago filing fee)

Ensure encryption or password protection is utilized when transmitting Non-Public Personal Information (NPI) electronically. Alternatives to encryption, such as password protection (e.g., Adobe PDF password protection) of files or transmission by facsimile, are acceptable forms of protecting information.