

TITLE ORDER FORM

Return to Advocus Title Services via Fax: 855.827.3568 or Email: orders@advocustitle.com

Order Date: _____

Date Needed: _____

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

☐ Email: _____

☐ US Mail

☐ Pickup

☐ UPS Next Day (\$10.00 added to Title Preparation Fee)

☐ Fax: _____

Ordered By: _____ Agent No.: _____

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

Transaction Type:

☐ Purchase (with mortgage)

☐ Cash Deal

☐ Refinance

☐ Foreclosure

☐ Condo Conversion Master Commitment

☐ Tract Search

☐ Search Only

Type of Property:

☐ Single Family

☐ Condo

☐ Townhome/Coach House

☐ Commercial

☐ Mixed Use

☐ Vacant Land

☐ Apartment Building/2-3 Flat

No. of units: _____

BORROWER(S)

Name: _____

SSN *(Last 4 digits)* or FEIN *(in full)* *: _____

Name: _____

SSN *(Last 4 digits)* or FEIN *(in full)* *: _____

Address: _____

City, State, Zip: _____

County: _____

** Non-purchase money mortgage transactions only.*

SELLER(S)

Name: _____

SSN *(Last 4 digits)* or FEIN *(in full)*: _____

Name: _____

SSN *(Last 4 digits)* or FEIN *(in full)*: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

SELLING PROPERTY

Address: _____

City, State, Zip: _____

County: _____

PIN: _____

BUYER'S ATTORNEY

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

SELLER'S ATTORNEY

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

REAL ESTATE AGENT

Name: _____

Phone: _____ Fax: _____

Email: _____

COOPERATING REAL ESTATE AGENT

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 ☐ Condo ☐ Location
☐ Balloon ☐ EPL ☐ PUD
☐ Other: _____

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, Advocus 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.