

CLEAN TITLE AGENCY, INC.
2106 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): _____ Email: _____

Existing Mortgages/Liens:

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

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

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

Should Clean Title order a Survey? Yes _____ No _____ (N/A if a Refinance)
Should Clean Title 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).