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[www.buyerschoicetitletn.com](http://www.buyerschoicetitletn.com)

**ORDER FORM**

Date Submitted: \_\_\_\_\_

Reference No.: \_\_\_\_\_

**Submitter Information:**

Submitted by: \_\_\_\_\_ Company Name: \_\_\_\_\_

Preferred Method of Communication: \_\_\_\_\_ Company Address: \_\_\_\_\_

Phone Email

Document Delivery Options: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Fax Email Mail

Email: \_\_\_\_\_

**Lender Information:**

Lender Name: \_\_\_\_\_

Loan No.: \_\_\_\_\_

Lender Address: \_\_\_\_\_

Loan Type: Conventional Uninsured

Conventional Insured

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

FHA VA RHS

Email: \_\_\_\_\_

Cash

Lender Fed ID No.: \_\_\_\_\_

Loan Amount: \_\_\_\_\_

Preferred Method of Communication: \_\_\_\_\_

Payment Cash at Closing

Phone Email

Financing

**Transaction Details:**

Type: Residential Lease Refinance

Purchase Price: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Earnest Money: \_\_\_\_\_

Anticipated Closing Date: \_\_\_\_\_

**Property Details:**

Property Address: \_\_\_\_\_

Type: Residential Commercial

Industrial Agricultural

(City, State, Zip)

Other (specify): \_\_\_\_\_

County: \_\_\_\_\_ Tax ID No.: \_\_\_\_\_

**Title/Closing Services Requested:**

Title Services (check all that apply)

Title Examination  
 Full (30 years) Limited through \_\_\_\_\_  
 Bankruptcy Search  
 Litigation Search  
 Title Commitment  
 Survey  
 Boundary (Standard) ALTA  
 Title Insurance  
 Owner's Policy: Basic Enhanced  
 Loan Policy: Basic Enhanced  
 Endorsements (specify): \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

Closing Services (check all that apply)

Full Closing (includes hosting as well as processing/disbursement of closing funds.)  
 Processing/Disbursement of Funds ONLY  
 Hosting ONLY  
 Preparation of Closing Documents  
 Quitclaim Deed  
 Warranty Deed  
 Power of Attorney in favor of:  
 \_\_\_\_\_  
 Other Closing Document(s) (specify):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Buyer/Borrower Information:**

Buyer Name: \_\_\_\_\_  
 Buyer Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Preferred Method of Communication: Phone Email  
 If Buyer is represented by Broker, please list:  
 Broker's Name: \_\_\_\_\_  
 Firm Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Commission: \_\_\_\_\_ Commission Split: \_\_\_\_\_

SSN: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Seller Information:**

Seller Name: \_\_\_\_\_  
 Seller Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Preferred Method of Communication: Phone Email  
 If Seller is represented by Broker, please list:  
 Broker's Name: \_\_\_\_\_  
 Firm Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Commission: \_\_\_\_\_ Commission Split: \_\_\_\_\_

SSN: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Other Interested Parties:** (HOA/Owner’s Association, Attorney, License Holder, etc.)

Party 1 Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Party 1 Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Relation to Transaction: \_\_\_\_\_

Party 2 Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Party 2 Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Relation to Transaction: \_\_\_\_\_

Party 3 Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Party 3 Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Relation to Transaction: \_\_\_\_\_

**Other Special Instructions:**

- Please attach relevant documents like purchase agreements, prior title policies/commitments, payoff authorizations, etc.
- Please properly identify all secondary or additional buyers/sellers involved with this transaction.
- Submit orders by email at: [orders@buyerschoicetitletn.com](mailto:orders@buyerschoicetitletn.com) or by fax at (865) 463-7881.

