



**Title Request Order Form**

E-Mail to [orders@masontitle.com](mailto:orders@masontitle.com) or Simply Order On-Line at [www.masontitle.com](http://www.masontitle.com)

**Listing Agent:** \_\_\_\_\_ Company: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Other#: \_\_\_\_\_

Commission \_\_\_\_\_ % or \$ \_\_\_\_\_ Processing Fee: \_\_\_\_\_ MLS Fee: \_\_\_\_\_

**Selling Agent:** \_\_\_\_\_ Company: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Other#: \_\_\_\_\_

Commission \_\_\_\_\_ % or \$ \_\_\_\_\_ Processing Fee: \_\_\_\_\_ MLS Fee: \_\_\_\_\_

**Seller Information:** Mail-a-way: Yes / No Mail-a-way address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Seller 1: \_\_\_\_\_ Marital Status: \_\_\_\_\_ SS#: \_\_\_\_\_

S1 Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Seller 2: \_\_\_\_\_ Marital Status: \_\_\_\_\_ SS#: \_\_\_\_\_

S2 Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

**Buyer Information:** Mail-a-way: Yes / No Mail-a-way address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Buyer 1: \_\_\_\_\_ Marital Status: \_\_\_\_\_ SS#: \_\_\_\_\_

B1 Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Buyer 2: \_\_\_\_\_ Marital Status: \_\_\_\_\_ SS#: \_\_\_\_\_

B2 Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

**Property Information:** Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Brief Legal Desc: \_\_\_\_\_

**Payoff Information:**

1st Lender \_\_\_\_\_ Acct. # \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Estimated Payoff Amount\$ \_\_\_\_\_

2nd Lender \_\_\_\_\_ Acct. # \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Estimated Payoff Amount\$ \_\_\_\_\_

**Contract / New Loan Information:** Sales Price: \$ \_\_\_\_\_ Loan Amt. \$ \_\_\_\_\_

Earnest Money: \$ \_\_\_\_\_ Held By \_\_\_\_\_ Brought to closing / Deduct from Commission

**New Lender:** \_\_\_\_\_ Contact: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

**Mortgage Broker:** \_\_\_\_\_ Contact \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

**HOA / Condo Assoc:** \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Amount of dues \$ \_\_\_\_\_ Due (circle) Annual / Qtrly. / Semi-Annually / Monthly Next Due Date \_\_\_\_\_