



**TITLE ORDER WORKSHEET**

*SELLER(S)*

MARITAL STATUS?  
NAME(S) \_\_\_\_\_ Married / Single  
ADDRESS \_\_\_\_\_ SAME FOR FEDEX? Y/N  
FEDEX ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_  
SS# (EIN# IF CORPORATION) \_\_\_\_\_  
CURRENT MORTGAGE(S) ON PROPERTY:  
Loan Number: \_\_\_\_\_ Lender: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

*\*\*IF SELLER HAS A CURRENT TITLE POLICY 3 YEARS OLD OR NEWER, PLEASE ATTACH\*\**

*BUYER(S)*

MARITAL STATUS?  
NAME(S) \_\_\_\_\_ Married / Single  
ADDRESS \_\_\_\_\_ SAME FOR FEDEX? Y / N  
FEDEX ADDRESS \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_  
SS# (EIN# IF CORPORATION) \_\_\_\_\_

*CONTRACT*

MAIL OUT TO BUYER? YES / NO                      MAIL OUT TO SELLER? YES / NO  
SALES PRICE \_\_\_\_\_                              CLOSING DATE \_\_\_\_\_  
EMD \$ \_\_\_\_\_                                      EMD HELD BY \_\_\_\_\_  
SURVEY COMPANY \_\_\_\_\_                      PHONE \_\_\_\_\_  
TERMITE COMPANY \_\_\_\_\_                      PHONE \_\_\_\_\_  
INSURANCE COMPANY \_\_\_\_\_                      PHONE \_\_\_\_\_

*LENDER*

LENDER NAME \_\_\_\_\_                      CONTACT PERSON \_\_\_\_\_  
LOAN AMOUNT \_\_\_\_\_                      PHONE \_\_\_\_\_

*REAL ESTATE BROKERS*

TOTAL COMMISSION \_\_\_\_\_ %  
LISTING AGENT NAME \_\_\_\_\_                      SPLIT \_\_\_\_\_ %  
SELLING AGENT NAME \_\_\_\_\_                      SPLIT \_\_\_\_\_ %

FAX COMPLETED FORM TO (850) 622-1132 OR EMAIL TO [brian@porathlaw.com](mailto:brian@porathlaw.com)