

ITIC Investors Title Insurance Company

INNOVATIVE BY INSTINCT



Commercial Services Division – Title Order Form

Date: _____

Requisition From: _____

Commercial Client: _____

Client Contact: _____

Phone: _____ Fax: _____

Seller/current owner: _____

County, State: _____

Brief description: _____

Client Reference or File #
ITIC Policy or File #
Escrow/Exchange Reference #

Legal description attached: yes no Improved Unimproved

Tax Parcel Number: _____

Contract for purchase attached: yes no

Full Search: 30yr 40yr 60yr

Limited Search Dates: _____

Prior title policy attached: yes no Prior Title Company _____

Services requested:

- | | | |
|--|------------------------------|-----------------------------|
| Copies of Deed into current owner | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Copies of Instruments to be shown, as exceptions on commitment | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Copies of Instruments to be cancelled or satisfied of record (shown as requirements) | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Copies of Instruments referenced in legal description | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Copies of All recorded plats and surveys | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| State UCC Search | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Local UCC Search | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| 50 year Chain-of-Title | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Prepare Deed | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Prepare Settlement Statement | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Prepare 1099 | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Prepare Non-Foreign Status Affidavit | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Interim title updates | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Conduct closing | yes <input type="checkbox"/> | no <input type="checkbox"/> |

CSD – Chapel Hill Office

Fax: (919) 968-2225 or (800) 653-9811

OR

CSD – Charlotte Office

Fax: (704) 335-8124 or (800) 776-9665

commercialservices@invtitle.com

