

COLUMBIA TITLE AGENCY, LLC
2700 EAST DUBLIN-GRANVILLE ROAD, SUITE 220
COLUMBUS, OHIO 43231
(614) 818-9810 Telephone (614) 818-9811 Facsimile
www.columbiatitlecompany.com

TITLE ORDER INSTRUCTIONS

Date: ___/___/20___

Customer: _____
Ordered By: _____

Phone: (____) _____
Fax: (____) _____

Loan Type: 1st ___ 2nd ___ Purchase ___ Loan Amount \$ _____

Property Address: _____
City: _____ County: _____
Lot # _____ of _____ subdivision (from Appraisal)

Buyer Name: _____
Social Security #: _____

Work/Home Phone: _____
Fax/Email: _____

Buyer Name: _____
Social Security #: _____

Work/Home Phone: _____
Fax/Email: _____

Buyer's Realtor: _____
Firm: _____

Work/Home Phone: _____
Fax/Email: _____

Seller Name (if Sale): _____
Seller Name (if Sale): _____

Work/Home Phone: _____
Work/Home Phone: _____

Seller's Realtor: _____
Firm: _____

Work/Home Phone: _____
Fax/Email: _____

Existing Mortgages/Liens:

<u>Name of Lender/Creditor</u>	<u>Account #</u>	<u>Phone #</u>
--------------------------------	------------------	----------------

1) _____

2) _____

3) _____

Should Columbia Title order a Survey? Yes _____ No _____ (N/A if non-conforming)

Should Columbia Title obtain Payoffs? Yes _____ No _____

Special Instructions: _____

PLEASE SEND COPY OF PURCHASE CONTRACT, SELLER'S AUTHORIZATION TO OBTAIN PAYOFF(S), EXISTING SURVEY (IF LESS THAN 10 YEARS OLD) AND BACK TITLE (IF APPLICABLE AND LESS THAN 10 YEARS OLD)