

WIN TITLE AGENCY, LLC
169 SOUTH LIBERTY STREET
POWELL, OHIO 43065
Email: jennifer@wintitleagency.com

TITLE ORDER INSTRUCTIONS

Date: ___ / ___ /20___

Customer: _____ Phone: (____) _____
Ordered By: _____ Fax: (____) _____
Email: _____

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

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

Borrower Name: _____ Work/Home Phone: _____
Social Security #: _____ Fax: _____

Co-Borrower Name: _____ Work/Home Phone: _____
Social Security #: _____ Fax: _____

Seller Name (if Sale): _____ Work/Home Phone: _____
Seller Name (if Sale): _____ Work/Home Phone: _____

Existing Mortgages/Liens:

<u>Name of Lender/Creditor</u>	<u>Account #</u>	<u>Phone #</u>
1) _____		
2) _____		
3) _____		

Should Hummel Title order Proof of Homeowner's Insurance? If yes, please insert information below:

Name of Homeowner's Insurance Agent: _____ Phone# (____) _____
Mortgagee clause: _____

Should Win Title Agency order a Survey? Yes ___ No ___ (N/A if a Refinance)
Should Win Title Agency obtain Payoffs? Yes ___ No ___ (If yes, need a signed Borrower Authorization)

Special Instructions: _____

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