

# **Courtesy Title, Inc.**

24704 State Road 54  
Lutz, Florida 33559  
(813) 281-2885 or (813) 569-3400 FAX (813) 569-3406  
Web Sight: courtesytitle.com

## Purchase Order

Closing Date \_\_\_\_\_

Please include a copy of contract and prior title insurance policy, if available.

ORDERED BY: \_\_\_\_\_ FAX No. \_\_\_\_\_  
COMPANY: \_\_\_\_\_ PHONE No. \_\_\_\_\_  
ADDRESS OF PROPERTY: \_\_\_\_\_

PURCHASER: \_\_\_\_\_ S.S. No: \_\_\_\_\_  
CO-PURCHASER: \_\_\_\_\_ S.S. No: \_\_\_\_\_

(NAMES AS THEY WILL APPEAR ON DEED)

MARITAL STATUS: MARRIED: \_\_\_\_\_ SINGLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ OFFICE: \_\_\_\_\_

NEW LENDER: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

TYPE OF LOAN: \_\_\_\_\_ LOAN AMOUNT: \_\_\_\_\_

PURCHASE PRICE: \_\_\_\_\_ DEPOSIT AMOUNT: \_\_\_\_\_

ANY ADDITIONAL AMOUNT: \_\_\_\_\_ DEPOSIT HELD BY: \_\_\_\_\_

IS DEPOSIT DEDUCTED FROM COMMISION? \_\_\_\_\_

SELLER:

NAME: \_\_\_\_\_ S.S. No: \_\_\_\_\_

NAME: \_\_\_\_\_ S.S. No: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ OFFICE: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

HAS SELLER FILED FOR HOMESTEAD EXEMPTION ON THIS PROPERTY?  
YES \_\_\_\_\_ NO \_\_\_\_\_

PAYOFF INFORMATION:

1ST MORTGAGE LENDER: \_\_\_\_\_ LOAN No: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE No: \_\_\_\_\_

2ND MORTGAGE LENDER: \_\_\_\_\_ LOAN No: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE No: \_\_\_\_\_

HOMEOWNERS ASSOCIATION CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

TITLE INSURANCE QUOTE: \_\_\_\_\_ COPY OF POLICY: \_\_\_\_\_

MAIL AWAY: BUYER: \_\_\_\_\_ SELLER: \_\_\_\_\_

ADDRESS FOR MAIL AWAY: \_\_\_\_\_

PHONE FOR MAIL AWAY: \_\_\_\_\_

LISTING AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

SELLING AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

MLS FEE: \_\_\_\_\_ SPLIT: \_\_\_\_\_ TRANSACTION FEE: \_\_\_\_\_

ORDER SURVEY: YES: \_\_\_ NO: \_\_\_ PRIOR SURVEY COMPANY: \_\_\_\_\_

ORDER TERMITE: YES: \_\_\_ NO: \_\_\_ PREFERENCE: \_\_\_\_\_

SPECIAL INSTRUCTIONS OR REQUIREMENTS: \_\_\_\_\_

HOME WARRANTY PROVIDED: \_\_\_\_\_ BUY: \_\_\_\_\_ SELL: \_\_\_\_\_ COST:\$ \_\_\_\_\_

IS PROPERTY IN FLOOD ZONE: \_\_\_\_\_

IF PROPERTY IS IN A TRUST WE NEED A COPY OF THE TRUST AGREEMENT.