



OLD SCHOOL TITLE COMPANY

23775 Commerce Park Drive · Beachwood, Ohio 44122

Telephone: (216) 831-1177 · Facsimile: (216) 831-1173

TRANSACTION TITLE ORDER REQUEST

“A” sells to “B” and “B” sells to “C”

Transaction Method (Circle One):

<i>Option Contract</i>	<i>Regular Contract</i>	<i>Buy & Hold</i>	<i>Other: _____</i>
<i>Is this a Double Closing: YES or NO</i>			
<i>Is this a Short Sale: YES or NO</i>			

Primary Contact / Investor

Name: _____	Telephone: _____	Cell: _____
Company: _____	Address: _____	
City: _____	State: _____	Zip: _____ Fax: _____
Alternate Name: _____	Cell: _____	

Subject Property Information

Address: _____	City: _____	State: _____	Zip: _____
County: _____	Parcel #: _____	Is it a Condo? Yes or No	
HOA/Condo Assoc. Contact Name: _____		Telephone: _____	
HOA Address: _____		Cell: _____	

Who is “A?” (Seller in distress)

Name: _____	Social Security# _____
Name: _____	Social Security# _____
Married? Yes or No Telephone: _____	Cell: _____
Current Address (if different from subject property): _____	
City: _____	State: _____ Zip: _____ County: _____

Who is “B?” (Buyer/Investor as appears on contract)

Name/Trust Name: _____
Telephone: _____ Cell: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____
Tax ID# to be used with transaction: _____

Who is “C?” (End Buyer as appears on exit contract)

Name(s): _____
Telephone: _____ Cell: _____ Fax: _____
Current Address: _____ City: _____ State: _____ Zip: _____

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Transaction #1 (“A” to “B”)

Realtor Listing:
Name: _____ Company: _____
Telephone: _____ Cell: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____

Transaction #2 (“B” to “C”)

Realtor Listing:
Name: _____ Company: _____
Telephone: _____ Cell: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____

Realtor Selling:
Name: _____ Company: _____
Telephone: _____ Cell: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____

Mortgage Broker:
Name: _____ Company: _____
Telephone: _____ Cell: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____

PLEASE ATTACH THE FOLLOWING CHECKLIST ITEMS WITH ORDER:

- Contract #1 (“A” to “B”)**
- Contract #2 (“B” to “C”)**
- Short Sale Approval Letters and Certifications**
- Authorization Form**
- Local or Municipal Point of Sale or Requirements Documentation**
- If LLCs or corporations are used, please include authorizations for signatories.**
- Copy of “Recorded Notice of Option and Affidavit”**

A few last questions...

Expected Closing Date: _____

Additional Notes: