



# OLD SCHOOL TITLE COMPANY

23775 Commerce Park Drive · Beachwood, Ohio 44122

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

## TRANSACTION ORDER REQUEST

### *Transaction Method (Circle One):*

*Is this a Back to Back Closing: YES or NO*

*Is this a Short Sale: YES or NO*

### *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: \_\_\_\_\_

**FAX: 216-831-1173**

**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.**

***A few last questions...***

Expected Closing Date: \_\_\_\_\_

Additional Notes:

**FAX: 216-831-1173**