

Date Ordered _____ Proposed Closing Date _____

GENERAL LAND & TITLE SERVICES, L. C.

107 S. 3rd St. - Heber Springs, Arkansas 72543 Tele 501-362-7566 Fax 362-8299

TITLE WORK/CLOSING INSTRUCTIONS

Listing Firm/Agent: _____ Selling Firm/Agent: _____
Split Commission: _____% Split Commission: _____%
TOTAL COMMISSION AMOUNT: _____%

SELLER(S): _____
Full Name _____ Married (7 Check One 6) Single
Close by: Mail / In Person
Address: _____
Phone #: (Home/Wk) _____ (Cell) _____
Email: _____

BUYER(S): _____
Full Name(s) to appear on Warranty Deed. Married (7 Check One 6) Single
Close by: Mail / In Person
Address: _____
Phone #: (Home/Wk) _____ (Cell) _____
Email: _____
Home Owners Insurance Company: _____

Is a **Mobile Home** being purchased? Y___/N___ **Primary** residence for Buyers?: Y___/N___

PROPERTY DESCRIPTION:
Legal: _____ Property Address: _____

TITLE INSURANCE: Owner's Policy (sales price) Mortgagee's Policy (loan amount)
Amount \$ _____ Amount \$ _____
Prior File# _____ Construct: Y/N - 1st Mortgage: Y/N

FINANCING PROVIDED BY: _____
Address _____
Contact/Tele#/Fax# _____
Email: _____

EARNEST MONEY: Amount \$ _____ In the Account of _____

	Company Ordered From:	Date Ordered by Realtor:
SURVEY	_____	_____
PERC TEST	_____	_____
TERMITE	_____	_____
HM WARRANTY	_____	_____

PAYOFFS: Lender: _____
Loan #: _____ Tele #: _____
SS#: his _____ hers _____

(We need **all** the information above in order to obtain a payoff)

I/We authorize you to fax to General Land & Title any payoff information on my account.

Seller/Owner Seller/Owner

MISC EXPENSES/COLLECT @ CLOSING: _____

Calendar: TI _____ Wkup _____ File #: _____
Completed: TI _____ Faxed HUD to Realtor _____ to Bk _____ Amt to B _____