



# TOWN & COUNTRY TITLE COMPANY

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Refinance \_\_\_\_\_ Letter Report \_\_\_\_\_

Date \_\_\_\_\_ Parcel I.D. \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Loan Amount \$ \_\_\_\_\_ Sale Price \$ \_\_\_\_\_

Buyer/Borrower \_\_\_\_\_ Seller \_\_\_\_\_

Buyer/Borrower \_\_\_\_\_ Seller \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Out of Town Buyer (Yes) \_\_\_\_\_ (No) \_\_\_\_\_ Out of Town Seller (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

Power of Attorney for Buyer (Yes) \_\_\_\_\_ (No) \_\_\_\_\_ Power of Attorney for Seller (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

Lender \_\_\_\_\_ Loan Officer \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Listing Agency \_\_\_\_\_ Listing Agent \_\_\_\_\_

Selling Agency \_\_\_\_\_ Selling Agent \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Total Commission \_\_\_\_\_ % Split to Buyers Agency \_\_\_\_\_ %

Estimated Closing Date \_\_\_\_\_ Transaction Coordinator Fee \$ \_\_\_\_\_

Home Warranty \$ \_\_\_\_\_ HOA \_\_\_\_\_

Seller Current Mortgage: \_\_\_\_\_ Special Instructions/Notes: \_\_\_\_\_

Lender Name \_\_\_\_\_

Loan Number \_\_\_\_\_