

**Christopher J. Hurst, P.A.**



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**Closing Services and Title Order Form**

**Property Information**

Property Description or Address: \_\_\_\_\_  
\_\_\_\_\_

Parcel ID#: \_\_\_\_\_

Homeowners Association ("HOA"): Yes \_\_\_\_\_ No \_\_\_\_\_

HOA Contact Name and Phone Number: \_\_\_\_\_

**Seller Information**

Seller's Name(s): \_\_\_\_\_

Seller's Current Mailing Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Mail Away: Yes \_\_\_\_\_ No \_\_\_\_\_

Marital Status: \_\_\_\_\_ Social Security Number: Seller 1: \_\_\_\_\_ Seller 2: \_\_\_\_\_

Existing First Mortgage: \_\_\_\_\_

Customer Service Phone Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Existing Second Mortgage: \_\_\_\_\_

Customer Service Phone Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

**Buyer Information**

Buyer's Name(s) (as the names should appear on the Warranty Deed, etc.):  
\_\_\_\_\_

Buyer's Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Mail Away: Yes \_\_\_\_\_ No \_\_\_\_\_

Marital Status: \_\_\_\_\_ Social Security Number: Buyer 1: \_\_\_\_\_ Buyer 2: \_\_\_\_\_

Buyer's New Mortgage Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Realtor and Warranty Information**

Listing Agent Name and Office: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Selling Agent Name and Office: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Commission Total: \_\_\_\_\_ Split (S) \_\_\_\_\_ (L) \_\_\_\_\_

Transaction Fee for Seller: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \$ \_\_\_\_\_

Transaction Fee for Buyer: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \$ \_\_\_\_\_

Home Warranty: Yes \_\_\_\_\_ No \_\_\_\_\_ Company Name: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Desired Closing Date: \_\_\_\_\_ Time: \_\_\_\_\_

Processor Preference:	Theresa Gicalone	Direct Line: 493-4982	tgicalone@hurstlawfirm.com
(Please circle one.)	Martha Keedy	Direct Line: 493-4984	mkeedy@hurstlawfirm.com
	Rita Weber	Direct Line: 493-4983	rweber@hurstlawfirm.com
	No Preference		

Should the survey be ordered by Christopher J. Hurst, P.A. at loan approval? \_\_\_\_ Yes \_\_\_\_ No

Should the Elevation Certificate be ordered at the time of Survey order with regards to Flood Zones "A and AE"? \_\_\_\_ Yes \_\_\_\_ No

**Please attach a copy of the Contract, prior Title Insurance Policies, and prior Survey, if available.**

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_