

**HUMMEL TITLE AGENCY**  
**Bexley Gateway Office Building**  
**2154 East Main Street, Suite 301**  
**Columbus, Ohio 43209**  
**(614) 237-3525 Telephone      (614) 237-3389 Facsimile**  
**www.hummeltitle.com**

**TITLE ORDER INSTRUCTIONS**

Date: \_\_\_/\_\_\_/20\_\_\_

Customer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Ordered By: \_\_\_\_\_ Fax: \_\_\_\_\_

Loan Type: 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ Purchase \_\_\_ Loan Amount \$ \_\_\_\_\_

Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
Lot # \_\_\_\_\_ of \_\_\_\_\_ subdivision (from Appraisal)

Borrower Name: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Fax: \_\_\_\_\_

Co-Borrower Name: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Fax: \_\_\_\_\_

Seller Name (if Sale): \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_  
Seller Name (if Sale): \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_

Existing Mortgages/Liens:

<u>Name of Lender/Creditor</u>	<u>Account #</u>	<u>Phone #</u>
1) _____		
2) _____		
3) _____		

Should Hummel Title order Proof of Homeowner's Insurance? If yes, please insert information below:

Name of Homeowner's Insurance Agent: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Mortgagee clause: \_\_\_\_\_  
\_\_\_\_\_

Should Hummel Title order a Survey? Yes \_\_\_\_\_ No \_\_\_\_\_ (N/A if a Refinance)  
Should Hummel Title obtain Payoffs? Yes \_\_\_\_\_ No \_\_\_\_\_

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

PLEASE SEND COPY OF PURCHASE CONTRACT (IF A SALE), AUTHORIZATION TO OBTAIN PAYOFF(S), EXISTING SURVEY (IF A SALE AND IF SURVEY IS LESS THAN 10 YEARS OLD) AND BACK TITLE (IF APPLICABLE AND LESS THAN 10 YEARS OLD).