

FROM: _____

Phone: _____

Fax: _____

TO: _____

Phone: _____

Title Officer: _____

Case No: _____

Loan Number: _____

Title Order No: _____

Borrower Name(s): _____

Property Address: _____

Closing Instructions for Title

Title Insurance Requirements:

You are authorized to use funds for the account of the Borrowers and to record all instruments when you comply with the following:

1. Title Policy must contain the following endorsements (or their equivalents): _____
2. Policy insured under Lender's Name as indicated: _____, Its Successors And/Or Assigns
3. Title coverage not to exceed \$_____. Title Company shall send excess premium to the lender.
4. Title supplement to confirm that gap exception, survey exception & exceptions not shown by public records will not appear on the final title Policy.

Acknowledged and Agreed.

Title Officer

Date

Phone: (xxx) xxx-xxxx

Fax: _____

Email: _____

Address: _____

Attn Title Officer : If your contact information listed above is incorrect, please email the corrections to the following email address : _____