



# TITLE ORDER INTAKE FORM REFINANCE

Return to: [team@guardtitle.com](mailto:team@guardtitle.com)

Order Date: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Loan Amount: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Agent No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Delivery Method:** *(If none specified, we will send via email.)*

- Email:
- US Mail
- Pickup
- UPS Next Day (\$10.00 added to Title Preparation Fee)
- Fax: \_\_\_\_\_

**Transaction Type:**

- Purchase (with mortgage)
- Cash Deal
- Refinance
- Foreclosure
- Construction Loan
- Tract Search
- Search Only

**Type of Property:**

- 1-3 Family residential
- Condo
- Multifamily (4 or more residential)
- Commercial
- Mixed Use
- Vacant Land
- Apartment Building/2-3  
Flat No. of units: \_\_\_\_\_

**GUARANTORS**

Name of Borrower/Entity/Company: \_\_\_\_\_

SSN (*Last 4 digits*) or FEIN (*in full*): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

**GUARANTORS ATTORNEY**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

Name of Borrower/Entity/Company: \_\_\_\_\_

SSN (*Last 4 digits*) or FEIN (*in full*): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_

*\* Non-purchase money mortgage transactions only.*

Name of Lender: \_\_\_\_\_

Lender's Attorney: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Ph: \_\_\_\_\_

Subject Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_