



# TITLE ORDER INTAKE FORM PURCHASE

Return to: team@guardtitle.com

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

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

Purchase Price: \_\_\_\_\_

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

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

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

PROPERTY ADDRESS: \_\_\_\_\_

District: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**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
- Attorney Search
- Tract Search

**Type of Property:**

- Single Family
- Condo Unit
- Commercial
- Mixed Use
- Vacant Land
- Apartment Building
- No. of units: \_\_\_\_\_

**BORROWER(S)**

Name: \_\_\_\_\_  
 SSN *(Last 4 digits)* or FEIN *(in full)*\*: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 SSN *(Last 4 digits)* or FEIN *(in full)*\*: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 County: \_\_\_\_\_

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

**SELLER(S)**

Name: \_\_\_\_\_  
 SSN *(Last 4 digits)* or FEIN *(in full)*: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 SSN *(Last 4 digits)* or FEIN *(in full)*: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**BUYER'S ATTORNEY**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**SELLER'S ATTORNEY**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Lender: \_\_\_\_\_  
 Lender's Attorney: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Ph: \_\_\_\_\_