



Abstract & Title

Serving since 1902

ITEMS NEEDED FOR TITLE ORDERS

IF YOU ARE THE LISTING AGENT AND YOU ARE ORDERING THE TITLE WORK:

- Listing Contract
- BLC Sheet
- Purchase Agreement
- All signed counters, amendments and addendums
- Seller's Disclosure
- Lead-Based Paint Disclosure (if applicable)
- Copy of Earnest Money check (if you have received a copy)
- Buyer's lender pre-approval letter or lender contact information*
- Commission % and split, and any Transaction Fees, if applicable**
- Cell phone and email contact information for your client***

*If buyer's agent has provided to you. If not, we will contact the buyer's agent.

**If you have provided listing contract & BLC sheet, we will reference these documents.

***We will communicate with your clients during the closing process via the CloseSimple portal by emails and text messages. They can upload their ID, once scheduled -receive their closing confirmation, obtain wire instructions, and signed documents after closing. We can even request they e-sign payoff authorizations and other documents through this portal.

MISCELLANEOUS ITEMS:

- Copy of seller's prior owner's policy for discount
- If one of the sellers is deceased, do you have a copy of the death certificate?
- Does the seller have a Power of Attorney, or do you need us to prepare a POA? – We will need a copy of the signed and notarized POA prior to closing.
- Is the seller a Corporation, LLC, or Trust? – If so, we will need copies of company resolutions or trust documents.
- Is there a recent divorce for the seller?
- Do you have a home warranty invoice for closing?
- Do you have any other invoices to be paid at closing?
- Any other details or specifics we need to know for the closing?

DANVILLE (Corporate Office)

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Danville, IN 46122
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BROWNSBURG

65 E. GARNER ROAD, SUITE 400
Brownsburg, IN 46112
Phone: 317.852.0380
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PLAINFIELD

3906 CLARKS CREEK ROAD
Plainfield, IN 46168
Phone: 371.838.0281
Fax: 317.838.0284

AVON

287 SHILOH CROSSING DRIVE
Avon, IN 46123
Phone: 317.271.0088
Fax: 317.271.0805

GREENCASTLE

50 N. JACKSON STREET
Greencastle, IN 46135
Phone: 765.653.4054
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ROCKVILLE

118 S. MARKET STREET
Rockville, IN 47872
Phone: 765.569.5586
Fax: 765.569.5611



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ITEMS NEEDED FOR TITLE ORDERS

IF YOU ARE THE BUYER'S AGENT AND YOU ARE ORDERING THE TITLE WORK:

- Purchase agreement
- All signed counters, amendments, and addendums
- BLC sheet
- Seller's Disclosure
- Lead-Based Paint Disclosure (if applicable)
- Copy of Earnest Money check (if you have received a copy)
- Buyer's lender pre-approval letter or lender contact information
- Cell phone and email contact information for your client***
- Commission info and any Transaction Fees, if applicable

***We will communicate with your clients during the closing process via the CloseSimple portal by emails and text messages. They can upload their ID, once scheduled -receive their closing confirmation, obtain wire instructions, and signed documents after closing. We can even request they e-sign payoff authorizations and other documents through this portal.

MISCELLANEOUS ITEMS:

- Will the buyers be at closing? – Does the buyer have a Power of Attorney or do you need us to prepare a POA?
- Is the buyer a Corporation, LLC, or Trust? – If so, we will need copies of the company resolutions or trust documents.
- Do you have a home warranty invoice for closing?
- Do you have any other invoices to be paid at closing?
- Any other details or specifics we need to know for the closing?

We've got you!

Send title orders to
orders@abstract-title.com

Visit our website at:
www.abstract-title.com

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