

LEADERSHIP TITLE COMPANY, LLC
2 EASTON OVAL, SUITE 510
COLUMBUS, OHIO 43219
(614) 418-8911 Telephone (614) 418-8902 Facsimile
www.leadershiptitlecompany.com

TITLE ORDER INSTRUCTIONS

Date: ___/___/2006

Customer: _____ Phone: (____) _____
Ordered By: _____ Fax: (____) _____

Loan Type: 1st ___ 2nd ___ Purchase ___ Loan Amount \$ _____

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

Buyer Name: _____ Work/Home Phone: _____
Social Security #: _____ Fax: _____

Buyer Name: _____ Work/Home Phone: _____
Social Security #: _____ Fax: _____

Buyer's Realtor: _____ Work/Home Phone: _____
Firm: _____ Fax: _____

Seller Name (if Sale): _____ Work/Home Phone: _____
Seller Name (if Sale): _____ Work/Home Phone: _____

Seller's Realtor: _____ Work/Home Phone: _____
Firm: _____ Fax: _____

Existing Mortgages/Liens:

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

2) _____

3) _____

Should Leadership Title order a Survey? Yes _____ No _____ (N/A if non-conforming)

Should Leadership Title obtain Payoffs? Yes _____ No _____

Special Instructions: _____

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