

LEADERSHIP TITLE COMPANY, LLC  
2154 EAST MAIN STREET, SUITE 301A  
COLUMBUS, OHIO 43209  
(614) 572-0300 Telephone (614) 559-5050 Facsimile  
[www.leadershiptitlecompany.com](http://www.leadershiptitlecompany.com)

### TITLE ORDER INSTRUCTIONS

Date: / /20\_\_

Customer: \_\_\_\_\_ Phone: ( \_\_ ) \_\_\_\_\_  
Ordered By: \_\_\_\_\_ Fax: ( \_\_ ) \_\_\_\_\_

Loan Type: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Purchase \_\_\_\_\_ Loan Amount \$ \_\_\_\_\_

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

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

Lot# \_\_\_\_\_ of \_\_\_\_\_ subdivision (from Appraisal)

Buyer Name: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Buyer Name: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Buyer's Realtor: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_  
Firm: \_\_\_\_\_ E-mail: \_\_\_\_\_

Seller Name (if Sale): \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_  
Seller Name (if Sale): \_\_\_\_\_ E-mail: \_\_\_\_\_

Seller's Realtor: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_  
Firm: \_\_\_\_\_ E-mail: \_\_\_\_\_

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)