

SECURE TITLE OF NEW JERSEY, LLC
2301 East Evesham Road, Suite 206
Voorhees, NJ 08043
Phone: 856-770-5101 Fax: 856-770-5108
PROCESSING INFORMATION SHEET

PROPERTY ADDRESS: _____ ZIP: _____

TOWNSHIP/CITY: _____

LOT: _____ BLOCK: _____

SALES PRICE: _____ SETTLEMENT DATE: _____

BROKER INFORMATION

LISTING BROKER: _____ SELLING BROKER: _____

ADDRESS: _____ ADDRESS: _____

PHONE: _____ PHONE: _____

FAX: _____ FAX: _____

AGENTS NAME: _____ AGENTS NAME: _____

FINANCING

LENDER: _____ PHONE: _____

FAX: _____

ADDRESS: _____

LOAN OFFICER: _____ PROCESSOR: _____

MORTGAGE AMOUNT: _____

BUYERS

NAME: _____ PHONE:(Home) _____ (Work) _____

SS#: _____

ADDRESS: _____

ATTORNEY NAME: _____ PHONE: _____

SELLERS

NAME: _____ PHONE: (Home) _____ (Work) _____

SS#: _____

ADDRESS: _____

ATTORNEY NAME: _____ PHONE: _____

MORTGAGE PAYOFF INFORMATION (if your seller)

1ST MORTGAGE: _____ ACCOUNT#: _____

ADDRESS: _____

PHONE: _____

2ND MORTGAGE: _____ ACCOUNT#: _____

ADDRESS: _____

PHONE: _____

AUTHORIZATION FOR PROCESSING

BUYERS

_____ ORDER PROPERTY SURVEY (**WITH OR WITHOUT MARKERS-circle one**)
IF NOT INDICATED SURVEY WILL BE ORDERED WITH MARKERS

_____ ORDER TITLE SEARCH/INSURANCE

_____ ORDER WOOD BORING/INFESTATION INSECT INSPECTION

_____ ORDER WELL & SEPTIC CERTIFICATIONS

_____ OTHER (PLEASE SPECIFY)

SPECIAL INSTRUCTIONS:

SELLERS

_____ ORDER MORTGAGE PAYOFF STATEMENT****NEED SS#****

_____ ORDER CERTIFICATE OF OCCUPANCY/SMOKE DETECTOR INSPECTION

_____ ORDER DEED AND SELLER'S AFFIDAVIT

_____ ORDER WOOD BORING/INFESTATION INSECT INSPECTION

_____ ORDER WELL & SEPTIC CERTIFICATIONS

_____ ORDER OIL READING (if applicable)

_____ ORDER CONDOMINIUM/HOMEOWNERS ASSOCIATION INFORMATION
(if applicable)

Name of Association: _____

Address: _____

Phone No.: _____

SPECIAL INSTRUCTIONS:

IN ORDER TO COMPLETE YOUR REAL ESTATE SETTLEMENT IT WILL BE NECESSARY TO COORDINATE AND PROCESS CERTAIN EXHIBITS. INVOICES FROM THE VENDORS FOR THESE DOCUMENTS WILL BE PRESENTED TO YOU AT THE TIME OF FINAL SETTLEMENT. UNDER THE REAL ESTATE SETTLEMENT PROCEDURES ACT (12USC & 2601), YOU HAVE THE FREEDOM TO CHOOSE THE SUPPLIER OF ANY SERVICE LISTED PREVIOUSLY. THIS FORM IS INTENDED TO AUTHORIZE SECURE TITLE OF NEW JERSEY, LLC TO SECURE THOSE SERVICES NECESSARY TO EFFICIENTLY PROCESS YOUR SETTLEMENT. THEREFORE, IF YOU WOULD PREFER TO HAVE A PARTICULAR CONTRACTOR PERFORM ANY OF THE SPECIFIC ITEMS REFERENCED, PLEASE NOTE YOUR PREFERENCE UNDER "SPECIAL INSTRUCTIONS".

DISCLAIMER

SECURE TITLE OF NEW JERSEY, LLC EXPECTS THAT ALL SERVICES WILL BE PERFORMED IN A PROMPT, COMPETENT AND PROFESSIONAL MANNER. EACH VENDOR OR SUPPLIER, HOWEVER, IS RESPONSIBLE FOR HIS/HER ACTS. ACCORDINGLY, SECURE TITLE OF NEW JERSEY, LLC WILL NOT BE RESPONSIBLE FOR ANY NEGLIGENCE, DELAY OR ERROR ATTRIBUTABLE TO SUCH VENDOR OR SUPPLIER. IF YOU HAVE ANY QUESTIONS REGARDING A WARRANTY, ETC., PLEASE CONTACT THE COMPANY THAT HAS BEEN ENGAGED TO PERFORM THE REQUIRED SERVICE.

DATED

BUYER/SELLER

SALES AGENT

BUYER/SELLER