



POLICY ORDER FORM

Order Type: Purchase for CASH Purchase with Lender Refinance Lien Search

Submission Date: _____ Preferred Closing Date: _____

Submitted by: _____ Email: _____

Email copies to: _____

Seller/Owner Information

Last First M.I. Last Four Digits Social Security No.

Last First M.I. Last Four Digits Social Security No.

Current Address Telephone No.

Forwarding Address (if any) Email

Marital Status: Single Never Married Married Divorced* Widow(er)* Civil Union

*Please provide date and county of event: _____

Attorney Telephone No. Email

Real Estate Agent Office Name/Location

Telephone No. Email Commission % and Split

Seller authorizes deed preparation by Benckendorf & Benckendorf, P.C. (\$75): Yes No

Seller will provide prior: Title Policy Mortgage/Loan Policy Abstract

Buyer Information (if applicable)

Last First M.I. Last Four Digits Social Security No.

Last First M.I. Last Four Digits Social Security No.

Current Address Telephone No.

Forwarding Address Email

Marital Status: Single Never Married Married Divorced* Widow(er)* Civil Union

*Date and County/State of Event: _____

Taking Title as: Individual Joint Tenants Tenants in Common Tenants by Entirety

Attorney Telephone No. Email

Real Estate Agent Office Name/Location

Telephone No. Email Commission % and Split

Property Information

Full Street Address P.I.N. (From Real Estate Tax Bill)

Short Legal Description

Sales Price Possession Date Principal Residence: Yes No

Earnest Money Holder Pest Inspector and Cost

Mortgage Information

Lender Loan Amount

Branch Address Loan Number

Loan Officer Telephone No. Email

Endorsements: Location EPA Comprehensive Other: _____

Additional Comments: _____

Please submit this form, along with a copy of the sales contract, prior policy, and any other related documents to the Hometown Title, Inc., office you want to process your order:

1811 S. Main St. Eureka, IL 61530 (309) 467-5457 F: (309) 467-5448 E: jcawley@hometowntitleinc.com	100 N. Main St. Morton, IL 61550 (309) 266-6121 F: (309) 266-8759 E: smitchell@hometowntitleinc.com	2942 Court St. Pekin, IL 61554 (309) 347-5131 F: (309) 347-4626 E: fcurto@hometowntitleinc.com
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You will receive an email confirmation of your order within one business day of submission. If you do not receive confirmation, please contact the appropriate office for confirmation.