



Option-1 Title & Escrow, LLC

1964 Gallows Road, Suite 370

Vienna Virginia 22182

Customer Service: 703.637.9030

E-Fax: 877-216-7563

TITLE REQUEST COVER SHEET

Requested By _____ Title _____

Company _____

Branch Address _____

Phone _____ Email _____

Fax _____ Other _____

Please check all that applies to your transaction:

- | | | |
|--|---|---|
| <input type="checkbox"/> Refinance | <input type="checkbox"/> Foreclosure | <input type="checkbox"/> Home Equity/2 nd Mortgage |
| <input type="checkbox"/> Purchase/Sale | <input type="checkbox"/> Construction Refinance | <input type="checkbox"/> Residential Property |
| <input type="checkbox"/> Short Sale | <input type="checkbox"/> New Construction | <input type="checkbox"/> Commercial Property |

Please provide the following with this form:

REFINANCE

PURCHASE/SALE

- 1003/Loan application
- Borrower's authorization
- Payoff(s) Information
- Lender's mortgagee clause

- Sales Contract
- Copy of earnest money deposit
- Purchaser's loan approval letter
- Seller's authorization

Settlement Date: _____ Time: _____:_____ AM PM (Circle One)

Settlement Location Option-1 Office Other: _____

Special Instruction:

Please submit your order via email at order@option-1title.com or via E-Fax at 877.216.7563