



# Tips For Ordering Title

When placing an order for title insurance, having an understanding of what may be required and preparing accordingly can help expedite the closing of your transaction and can also help the settlement process go smoothly.

## Title Order

Please submit your request for title as early as possible to avoid delaying the closing. Title issues can occur and additional time may be required to resolve concerns.

## Prior Title Policy

Reissue credit may be available on a prior title insurance policy, regardless of the agent or title company who issued the prior policy.\*

## New or Existing Survey

If an existing survey of the property is available, the expense of having a new survey may be avoided. Our underwriters will review the survey and make a decision based on the type of transaction, property type, age and quality of the survey. If a new survey is required, please provide contact information for the survey company so the closing agent can provide the correct legal description and survey certifications.

## Sales Contract

If any element of the sales contract is difficult to read, please supply supporting documentation in order to ensure the correctness of the transaction details. If revisions or addendums to the original contract have been made, please provide a copy of those documents to the closing agent.

## Contact Information

To help improve communication between all parties, please provide the following:

- ♦ **Real Estate Agents:** Information for listing and selling agents including email address, cell phone, office phone and address, and assistant's contact information, if applicable. Also, preferred method of communication and best time to contact.
- ♦ **Buyer(s) and Seller(s):** Current physical address (not a post office box) for all buyers and sellers to receive documents, if necessary. Home phone, cell phone, email address along with preferred method of communication and best time to contact. Please provide a forwarding address and new contact information to reach the seller once the property has closed.
- ♦ **Legal Counsel:** Name of attorney, company name, email address and phone number.

Our courteous and professional staff are proactive in their communication and work diligently to ensure the orderly and efficient transfer of real estate...and we do it with a level of service and friendliness that is hard to beat in this industry.

\* Subject to state-specific guidelines. Contact your local First American closing office to determine availability in your area.