

**FAX ORDER FORM** (If you have an active account, list acct# only)

**Date Ordered:** \_\_\_\_\_

Company \_\_\_\_\_

Your first and last name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Direct Line or Cell Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

Other Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date you want report \_\_\_\_\_

Scheduled Closing Date \_\_\_\_\_

**Note: Order Confirmations, Invoicing and Reports are sent via e-mail prior to mailing. If you do not want to use an e-mail address please list your fax#.**

**Your relationship to property: Listing Agent Selling Agent Buyer Seller Attorney Lender** \_\_\_\_\_  
(Please circle or fill in blank line)

**Order Processing Information PLEASE CIRCLE ONE Purchase Sale Refinance Reverse**

Seller or Buyer (please circle) \_\_\_\_\_

Property Inspection Address \_\_\_\_\_ Unit# \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person for Property Access if not Person Ordering \_\_\_\_\_

Relationship to Property (other or Circle ) \_\_\_\_\_ AREA CODE \_\_\_\_\_ Primary Phone \_\_\_\_\_

Buyer Seller Listing Agent Selling Agent Trustee \_\_\_\_\_

AREA CODE \_\_\_\_\_ Phone#2 \_\_\_\_\_

AREA CODE \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Alternate Contact (other or Circle ) \_\_\_\_\_ AREA CODE \_\_\_\_\_ Primary Phone \_\_\_\_\_

Co-Buyer Spouse Seller Listing Agent Selling Agent Trustee \_\_\_\_\_

AREA CODE \_\_\_\_\_ Phone#2 \_\_\_\_\_

AREA CODE \_\_\_\_\_ Mobile Phone \_\_\_\_\_

***TITLE INFO: Required to bill your order or order will be processed as COD.***

Title Commitment# \_\_\_\_\_

Title Company \_\_\_\_\_

City where file is closing and Phone# \_\_\_\_\_

- HOUSE  2-FLAT  3-FLAT  4-FLAT  
 DUPLEX  TWNHSE  APT  CONDO

OTHER: \_\_\_\_\_

**Type of Inspection(s) Required**

Please send more \_\_\_\_\_ PREPURCHASE BROCHURES

- TERMITE  WATER-PROOFING  ELECTRICAL  HEATING  PLUMBING  ROOFING CERTIFICATION  
 PRE-PURCHASE INSPECTION  PRE-LISTING INSPECTION  COMMERCIAL PROPERTY INSPECTION

OTHER \_\_\_\_\_

**PLEASE FAX A COPY OF VC SHEETS AND/OR NOTES FROM APPRAISER OR INSPECTOR FOR CERTIFICATIONS**