This form can only be typed in and e-mailed properly when using Adobe 6.0 or better. This is a free upgrade, which can be downloaded at www.adobe.com . If using a version lower than 6.0, please type in and print out the completed form, then fax a hard copy to 208-267-6076.

COMMUNITY TITLE, LLC.

ORDER SHEET

Print Form

6607 Main / P.O. Box 1902, Bonners Ferry, ID 83805
Phone: (208) 267-6500 / Fax: (208) 267-6076
E-mail to: jessicaf@communitytitleco.com

ORDER DATE: _____ TIME: _____ Order Number: _____

Brief Legal Description: _____

Parcel Number: _____ Commonly Known Address: _____

Estimated Closing Date: _____ City: _____ State: _____ Zip: _____

Sales Price: $ _____ Loan Amount: $ _____ 2nd Loan Amount: $ _____

SELLER NAME(S): _____

Address: _____

Phone Number: _____ Fax Number: _____ E-mail address: _____

Closing with Seller: ☐ Mailed Out ☐ Signed in Office ☐ Sent via E-mail ☐ Sent via Fax

BUYER/BORROWER NAME(S): _____

Address: _____

Phone Number: _____ Fax Number: _____ E-mail address: _____

Closing with Buyer: ☐ Mailed Out ☐ Signed in Office ☐ Sent via E-mail ☐ Sent via Fax

LISTING AGENCY NAME: _____ LISTING AGENT: _____

Address: _____

Phone Number: _____ Fax Number: _____ E-mail address: _____

Commission %: _____ % Listing: _____ % Selling: _____

Earnest Money Confirmation: $ _____ (IF HELD BY LISTING AGENCY)

SELLING AGENCY NAME: _____ SELLING AGENT: _____

Address: _____

Phone Number: _____ Fax Number: _____ E-mail address: _____

Earnest Money Confirmation: $ _____ (IF HELD BY SELLING AGENCY)

MORTGAGE BROKER NAME: _____

Address: _____

Phone Number: _____ Fax Number: _____ E-mail address: _____

LOAN TYPE: (Select One) ☐ NEW CONSTRUCTION ☐ TAKE-OUT ☐ REFINANCE

LENDER NAME (if available): _____

Address: _____

Phone Number: _____ Fax Number: _____ E-mail address: _____

REMARKS: