

Title Holding Services



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AGENT FORM

Please complete this form and fax it to (859) 214-9066 or email it to titleorders@titleholdingservice.com.

Property Address:_____

Buyers(s):_____

Kentucky: non-borrowing spouses will need to attend closing.

Seller(s):_____

If the Seller is a Corporation or LLC, please provide a resolution, Tax ID #, and the name of duly authorized representative.

Marital Status:_____

Social Security Number(s): _____

Forwarding Address: _____

Existing Payoff Information: _____

Please provide the lender(s), account number(s), and customer service phone number(s).

Sales Price: \$_____ **Earnest Money Deposit:** \$_____

Will the Earnest Money Deposit be at closing? yes/ no **Retained by?** listing agent/selling agent/seller

Listing Agent:_____ **Company:**_____

Indiana Agent's License #:_____ **Indiana Broker's License #:**_____

Phone:_____ **Fax:**_____ **Email:**_____

Commission % or \$: _____ **Based on:** \$_____ **Admin/Secured Doc. Fee:** _____

Selling Agent:_____ **Company:**_____

Indiana Agent's License #:_____ **Indiana Broker's License #:**_____

Phone:_____ **Fax:**_____ **Email:**_____

Commission % or \$: _____ **Based on:** \$_____ **Admin/Secured Doc. Fee:** _____

Is the Seller paying any closing costs on behalf of the Buyer? yes/no

If yes, how much? _____

Homeowner's Association and Contact Information:_____

Home Inspection: \$ _____ **Payable to:** _____

Paid by: Buyer/Seller **POC/Collect**

Termite: \$ _____ **Payable to:** _____

Paid by: Buyer/Seller **POC/Collect**

Home Warranty: \$ _____ **Payable to:** _____

Paid by: Buyer /Seller **POC/Collect**

Survey: \$ _____ **Payable to:** _____

Paid by: Buyer /Seller **POC/Collect**

Repairs: \$ _____ **Payable to:** _____

Paid by: Buyer /Seller **POC/Collect**

Escrow Hold: \$ _____ **for:** _____

Owner's Title Insurance will beincluded on the**settlement statement unless otherwise advised. Note:**

If HOA information is provided by a third party, it is our policy to obtain the information and pass the third party's cost directly to the Seller(s).

We appreciate your business.