

Buyers: \_\_\_\_\_  
 Sellers: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Metropolitan File #: \_\_\_\_\_

Buyer Contact Email: \_\_\_\_\_  
 Buyer Contact Phone #: \_\_\_\_\_  
 Buyer Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Seller Contact Email: \_\_\_\_\_  
 Seller Contact Phone #: \_\_\_\_\_  
 Seller Mailing Address: \_\_\_\_\_

Buyers Lender: \_\_\_\_\_

Buyers Loan Originator: \_\_\_\_\_

Listing Agent Commission: \_\_\_\_\_  
 Selling Agent Commission: \_\_\_\_\_  
 Earnest Money Being Held: \_\_\_\_\_

Admin/Office Fee: \_\_\_\_\_  
 Admin/Office Fee: \_\_\_\_\_  
 By Whom?: \_\_\_\_\_

Seller Payoff Acct #: \_\_\_\_\_  
 Seller Payoff Acct #: \_\_\_\_\_  
 Judgment Payoff Case #: \_\_\_\_\_  
 Other Payoff: \_\_\_\_\_

Seller P/O Lender: \_\_\_\_\_  
 Seller P/O Lender: \_\_\_\_\_  
 Judgment Payoff Law Firm: \_\_\_\_\_  
 Other Payee Name: \_\_\_\_\_

Metro to Prepare Deed? Yes      No

If Not, Who Will Prepare?: \_\_\_\_\_

Survey: \_\_\_\_\_  
 Home Inspection: \_\_\_\_\_  
 Home Warranty: \_\_\_\_\_  
 Home Owners Association: \_\_\_\_\_  
 Termite Inspection: \_\_\_\_\_  
 Septic Inspection: \_\_\_\_\_

Water/Well Inspection: \_\_\_\_\_  
 Roof Inspection: \_\_\_\_\_  
 HVAC Inspection: \_\_\_\_\_  
 Electrical Inspection: \_\_\_\_\_  
 Any Additional Services: \_\_\_\_\_

Is Buyer attending Closing: \_\_\_\_\_  
 Is Seller Attending Closing: \_\_\_\_\_

Special/Additional Instructions:

**Please Send Completed Form to your Metropolitan Title office or processor as soon as possible.**  
 \*Only fill in the information that was not provided with the original order.