PROFESSIONAL TITLE AGENCY

Daytona Beach
(P) 386-761-4477
(F) 386-761-2708

Daytona Beach Shores
(P) 386-333-9607
(F) 386-202-2140

Palm Coast
(P) 386-246-3530
(F) 386-246-3531

Port Orange
(P) 386-944-2893
(F) 386-206-1016

New Smyrna Beach
(P) 386-424-9994
(F) 386-424-9148

Orlando
(P) 407-930-3621
(F) 407-674-2541

Family Owned and Operated Since 1983
www.ProfessionalTitle.com

NEW SALES ORDER FORM

ORDER DATE: PROJECTED CLOSING DATE:

ORDERED BY: OF: PHONE:

QUOTE: $ QUOTED BY:

PROPERTY ADDRESS:

PARCEL ID:

BRIEF LEGAL DESCRIPTION:

PRIOR TITLE POLICY: ☐ YES ☐ NO PRIOR SURVEY: ☐ YES ☐ NO

(PLEASE SEND PRIOR POLICY/SURVEY WITH ORDER IF APPLICABLE)

SALES PRICE: $ TOTAL COMMMISSION: % SPLIT % %

TYPE: ☐ RESIDENTIAL ☐ COMMERICAL ☐ MOBILE HOME ☐ VACANT LAND

IS THERE AN HOA? ☐ YES ☐ NO

SELLER INFORMATION: FOREIGN SELLER? : ☐ YES ☐ NO

FOREIGN SELLERS MUST FURNISH PROOF OF EITHER A U.S. ITIN OR U.S. SOCIAL SECURITY # PRIOR TO CLOSING

#1 NAME: MARITAL STATUS: Single

#2 NAME: MARITAL STATUS: Single

WILL SELLERS ATTEND CLOSING?: ☐ YES ☐ NO

ADDRESS #1:

PHONE: HOME WORK CELL sfs

EMAIL:

LISTING AGENCY ST LICENSE ID: TRANSACTION FEE:$

LISTING AGENT ST LICENSE ID: PHONE:

EMAIL:

CURRENT MORTGAGE HOLDER:

LOAN # PHONE:

ATTORNEY: PHONE:

BUYER INFORMATION: OWNER TO OCCUPY? ☐ YES ☐ NO

#1 NAME: MARITAL STATUS: Married

#2 NAME: MARITAL STATUS: Married

WILL BUYERS ATTEND CLOSING?: ☐ YES ☐ NO

ADDRESS #1:

PHONE: HOME WORK CELL

EMAIL:

DEPOSIT AMOUNT: $ HELD BY:

SELLING AGENCY: TRANSACTION FEE:

SELLING AGENT: PHONE:

EMAIL:

NEW LENDER: LOAN AMOUNT:

CONTACT: PHONE:

EMAIL:

Please also forward a copy of the fully executed contract, and we look forward to working with you on this closing!