

CLOSING / RECORDING INSTRUCTIONS

TO: _____ ORDER NO. _____
 DATE: _____ ESCROW NO. _____

Send copies to:

Attn: /Phone: _____ Attn: _____

- EXAMINE AND HOLD ABOVE INSTRUMENTS PENDING FURTHER INSTRUCTIONS**
- Record enclosed instruments Attach stamps on Deed No. _____ below in the amount of \$ _____
- GIVE VERBAL** Send pencil supplemental report Bill charges to: _____
- Issue your Purchaser's Owner's Mortgagee's Issue after mtg. assigned
- Endorsements _____

Policy showing title in _____
 Subject to paragraphs _____

We request deletion of items numbered _____ . We guarantee to obtain and deliver for recordation documentation required to release said items.

[AUTHORIZED SIGNATURE/TITLE]

- Additional Instructions:
- Send copies of Take-Off

1. Deed/Contract from _____ To _____	Recorded _____ Fee _____
Excise Tax <input type="checkbox"/> Check for Payment <input type="checkbox"/>	File No. _____
	Excise No. _____
2. Deed/Contract from _____ To _____	Recorded _____ Fee _____
Excise Tax <input type="checkbox"/> Check for Payment <input type="checkbox"/>	File No. _____
	Excise No. _____
3. Mte/Deed of Trust from _____ To _____	Recorded _____ Fee _____
	File No. _____
4. Mte/Deed of Trust from _____ To _____	Recorded _____ Fee _____
	File No. _____
5. Asemt of Deed of Trust from _____ To _____	Recorded _____ Fee _____
	File No. _____
6. Release of Mortgage/Reconvevance of Deed of Trust referred to in paragraph _____ of Title Report	Recorded _____ Fee _____
	File No. _____
7. _____	Recorded _____ Fee _____
	File No. _____
8. _____	Recorded _____ Fee _____
	File No. _____
9. _____	Recorded _____ Fee _____
	File No. _____
10. _____	Recorded _____ Fee _____
	File No. _____
11. Financing statement from _____ To _____	Filed _____ Fee _____
(1) File with County Auditor	File No. _____
(2) File with Secretary of State - Advanced \$ _____	Forwarded

It is understood that the U.C.C. Financing Statement will be filed in accordance with instructions without examination or review of sufficiency.

12. Taxes: Receipt attached Pay per check attached Paid - please verify Show on Policy
 Order type _____ Tax Registration

DO NOT WRITE BELOW THIS LINE. FOR TITLE COMPANY USE ONLY.

- The above information affects the title to the property covered by our preliminary report, but is NOT intended to represent a complete report to date:
- There has been no other change in the title to the property covered since our report dated _____ except: _____
- Paragraph No. (s) _____ of our Preliminary Report has (have) been eliminated. Policy to follow
- Title is now vested in _____

By _____