



Mile High Title & Escrow, LLC
 2821 S. Parker Road Suite 405, Aurora, CO 80014

TITLE ORDER FORM

Please Fax to (303) 671-0516

Order Requested by _____

Tel # _____

Email Address _____

Anticipated Closing Date _____

NOTE: Closings requested within 3 business days of order are subject to rush fee

PROPERTY INFORMATION

Property Address _____

County _____

Legal Description _____

Homeowner's Association Contact (if applicable) _____

Current Titled Owner _____

PAYOFF INFORMATION

Company _____

Company _____

Account _____

Account _____

Phone _____

Phone _____

TRANSACTION INFORMATION

TRANSACTION TYPE: Refinance Purchase 2nd Mortgage HELOC Owner Financed

Tax Cert Requested HOA CONTACT INFO _____

Sales Price \$ _____

Approx New Loan Amount \$ _____

TYPE OF POLICY REQUESTED: Lenders Policy

Owners Policy

Both

LENDER INFORMATION

New Lender _____

Contact _____

Phone # _____

Fax # _____

BORROWER INFORMATION

Borrower #1 _____

Borrower #2 _____

Address _____

Address _____

Phone _____

Phone _____

Fax/Email _____

Fax/Email _____

SELLER INFORMATION

Seller #1 _____

Seller #2 _____

Address _____

Address _____

Phone _____

Phone _____

Fax/Email _____

Fax/Email _____

Tax ID/Soc Sec# _____

Tax ID/Soc Sec# _____

Additional Info



Mile High Title & Escrow, LLC

2821 S. Parker Road Suite 405, Aurora, CO 80014
Tel (303) 398-7034 Fax (303) 671-0516

What to Expect from Us

At Mile High Title & Escrow we are committed to excellence in customer service. We will process your order as efficiently and quickly as possible, keeping you informed during the process. **Our general turnaround time on title commitments is three business days.** If time permits, we can process commitments sooner upon request, but we cannot always process complicated transactions on a rush basis.

We are a small company, which means we can do creative closings that other title agencies can't do. We understand that time is of the essence on real estate closings, and we will do our best to make sure closings happen on time. However, during certain high-volume periods (such as the last week of the month), a "rush" closing may not be possible (we charge a rush fee of \$100 for all closings required within 3 business days of order (schedule permitting)). Also, due to circumstances beyond our control (such as lender delays), we may not be able to close transactions as scheduled. Please understand that closing delays and last-minute figures are generally the norm in the closing business, generally due to the nature of lenders' business practices.

How to Make Your Closing Go Smoother

There are some things you can do to help us close your transactions faster and smoother, including:

- Provide us with contact information for all parties (particularly email)
- Make sure you fax us a completely executed sales contract (if applicable)
- Make sure your lender has closing figures and documents to our office **at least 24 hours prior to closing** so that we can provide you with closing figures early
- Read carefully the wiring and funding instructions on your commitment (wired funds are preferred to certified funds).
- Let us know in advance about anything out of the ordinary with your closing (such as someone signing documents by power of attorney or if the closing is part of another transaction, such as a double escrow)

Of course, we are welcome to any suggestions that you may have to improve the closing process and make your experience with Mile High Title & Escrow better.