



CLOSING ORDER SHEET

(PLEASE FAX TO 303-671-0516 OR EMAIL TO ORDERS@MILEHIGHTITLE.COM)

Date of Request _____ Email _____
Requested By: _____ Phone _____

Property Info

Property Address: _____

Brief Legal: _____ County: _____

Sales Price: _____ Earnest Money: _____ Commission: _____

Type of Transaction (check all that apply):

- Sale Refinance Double closing Contract for Deed
- Property in foreclosure Short Sale Subject to existing mortgage

Listing Company: _____ Agent: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Selling Company: _____ Agent: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Seller Name: _____ Social Security No: _____
Seller Name: _____ Social Security No: _____
Address: _____ Phone: _____
Email: _____
Is this Seller's Principal Residence? _____

Payoff/HOA Information

Lender 1st Loan: _____ Loan No: _____
Phone: _____ Fax: _____
Lender 1st Loan: _____ Loan No: _____
Phone: _____ Fax: _____

Association Name: _____ **Phone:** _____

Sub Association Name: _____ **Phone:** _____

HOA financials and minutes to be provided by _____ **Seller** _____ **Listing Agent** _____ **Title Company**

Other Liens: _____

Are there rents to be prorated at closing? _____

Buyer/Borrower Info

Buyer Name: _____ **Social Security No:** _____

Buyer Name: _____ **Social Security No:** _____

Address: _____

Phone: _____ **Email:** _____

Is this to Be Buyer's Principal Residence? _____

New Loan Information

First Lender: _____ **Contact:** _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Second Lender: _____ **Contact:** _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Title Information

Contract Date: _____ **Commitment Due Date:** _____ **Closing:** _____

Special Instructions/Additional Info: _____

(PLEASE FAX TO 303-671-0516 OR EMAIL TO ORDERS@MILEHIGHTITLE.COM)

PRIVACY POLICY NOTICE

PURPOSE OF THIS NOTICE

Title V of the Gramm-Leach-Bliley act (GLBA) generally prohibits any financial institution, directly or through its affiliates, from sharing nonpublic personal information about you with a nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to whom it may disclose. In compliance with the GLBA, we are providing you with this document, which notifies you of the privacy policies and practices of **MILE HIGH TITLE & ESCROW, LLC** and **AXIS Title & Escrow**

We may collect nonpublic personal information about you from the following sources:

- Information we receive from you, such as applications or other forms.
- Information about your transactions we secure from our files, or from our affiliates or others.
- Information we receive from a consumer reporting agency.
- Information we receive from others involved in your transaction, such as the Real Estate Agent or Lender.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional nonpublic personal information will be collected about you.

We may disclose any of the above information that we collected about our customers or former customers to our affiliates or to nonaffiliated third parties as permitted by law.

WE DO NOT DISCLOSE ANY NONPUBLIC PERSONAL INFORMATION ABOUT YOU WITH ANYONE FOR ANY REASON THAT IS NOT SPECIFICALLY PERMITTED BY LAW.

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.