



TERRA TITLE CORPORATION

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Our file: _____ **Re:** _____

Congratulations! Our office will be handling the closing for your purchase of the above referenced property. Kindly provide us with the following information via fax or email for accuracy and assist us in expediting the closing process:

NOTES : VERY IMPORTANT PLEASE READ CAREFULLY. THIS FORM PROVIDES US WITH THE NECESSARY INFORMATION FOR YOUR DOCUMENT PREPARATION.

- **CONDO/HOA: IF PROPERTY HAS AN ASSOCIATION PLEASE VERIFY IF THEY REQUIRE BUYER APPROVAL. IF SO YOU WILL NEED TO CONTACT ASSOCIATION FOR PROCESS OF APPROVAL. (WE CANNOT CLOSE WITHOUT IT)**
- **IF THIS PROPERTY IS IN THE CITY OF HIALEAH, MIAMI SPRINGS OR NORTH MIAMI, A CERTIFICATE OF RE-OCCUPANCY MAY BE REQUIRED PRIOR TO CLOSING. (WE CANNOT CLOSE WITHOUT IT!)**

BUYERS INFO: Exact legal Name(s) as they will appear on title: Please **PRINT** clearly

Buyer1: _____

Marital Status: (___Married, Single___) Soc. Sec. # _____

Present Address _____

Phone /Cell#: _____ E-mail: _____

Spouse: _____

Social SS#: _____ E-mail: _____

Mailing Address after closing important documents will be mailed to this address such as deed and tax bills.

Buyer2: _____

Marital Status: (___Married, Single ___) Soc. Sec. # _____

Spouse: _____

Social SS#: _____ E-mail: _____

Present Address (if different from Buy 1) _____

Phone / Cell: _____ E-mail: _____

TAKING TITLE AS: * _____ Husband and Wife * _____ Tenants in Common

* _____ Joint Tenants with Rights of Survivorship * Other: _____

WILL YOU BE ATTENDING CLOSING? _____ **or CLOSE BY MAIL?** _____

INSURANCE: _____ **PHONE:** _____

SURVEY: DO YOU WANT US TO ORDER THE SURVEY? _____ **YES** _____ **NO**

IF NO PLEASE PROVIDE SURVEYORS INFO: _____ **PHONE:** _____

- **IF THIS PROPERTY IS A CONDOMINIUM – PLEASE DISREGARD**
- **NOTE: if this is a cash purchase you can OPT OUT from obtaining a survey; however your Owner’s Policy will not afford you survey coverage. If there is a loan a survey will be necessary for closing.**
- **If survey IS required the SURVEYOR WILL BE CONTACTING YOU FOR PAYMENT**

BUYER’S LENDER INFORMATION:

Broker Name: _____ Co. Name: _____

Phone: _____ Email: _____

Lender Name: _____ Loan Amount: \$ _____

COMPLETE BELOW ONLY IF **WE ARE NOT HOLDING** THE ESCROW DEPOSIT

WHO IS HOLDING ESCROW DEPOSIT? _____ Amount \$ _____

Phone or E-mail _____