

PLEASE RETURN THIS DOCUMENT WITH CLOSING PAPERS

File No.: **ITA-**

Property:

Borrower:

Your File No.: _____

Closing Date: _____, 20__

In accordance with your instructions, enclosed are the pertinent instructions/checks required to complete the Title Policies:

- Check in the amount of \$ _____ in payment of your invoice
- Copy of Survey or Survey Affidavit of Seller
- Affidavits of Title (seller/buyer)
- Corporate Resolution
- Closing Statement
- Deed
- Mortgage
- Indemnity Bond and Estate Questionnaire
- Other: _____

REAL ESTATE PROPERTY TAXES have been paid through:

Year: 20____:

- 1st Quarter
- 2nd Quarter
- 3rd Quarter
- 4th Quarter

WATER/SEWER CHARGES have been paid through _____, 20_____

HOMEOWNER'S ASSOCIATION DUES (if applicable) have been paid through _____

POLICY ENDORSEMENT REQUIREMENTS

- | | |
|--|---------|
| • <u>ALTA 1-06</u> | \$ 0.00 |
| • <u>ALTA 4.1-06 (Condominium)</u> | \$25.00 |
| • <u>ALTA 5.1-06 (PUD)</u> | \$25.00 |
| • <u>ALTA 6.1-06 (Variable Rate)</u> | \$25.00 |
| • <u>ALTA 6.2-06 (Negative Amortization)</u> | \$25.00 |
| • <u>ALTA 8.1-06 (Environmental Protection Lien)</u> | \$25.00 |
| • <u>ALTA9-06</u> | \$25.00 |
| • <u>Balloon</u> | \$25.00 |
| • <u>Secondary Mortgage Market</u> | \$25.00 |
| • <u>OTHER:</u> | |

Date: _____

By: _____