



**Application for Title Insurance:
For Sale By Owner Real Estate Sale**

In our market area, the seller normally is required to provide "clear title" to the new purchaser(s) and therefore in most instances the seller pays for the title insurance, (unless otherwise negotiated in the Offer to Purchase). This application is for placing a title insurance order in FSBO situations and should be completed by the seller, the seller's attorney or by a lender referral with seller authorization.

Searching and Rates: A **sixty year search** is required on all purchase transactions, unless Assurance Title is supplied with a copy of the current Owner's policy in effect. **(Note: A copy of the prior title policy can be uploaded on our site, emailed to: orders@assurance-title.com or faxed to (920) 235-2122).** If Assurance Title is supplied with a prior title policy, we will see that you receive the discounted "Re-Issue Rate". If a prior title policy cannot be supplied, then Original Rate would apply. You may also refer to Title Insurance Rate Schedule on our website for the current Wisconsin title insurance rates. Please call our office at (920) 235-0017 for assistance in determining all fees involved on a real estate sale.

Our dedicated staff will be happy to assist you through this process. Please refer to **"You'll Appreciate Our Guidance"** and **"When Is It Time To Choose A Realtor"** on our website in the FSBO section for helpful insight and information about the FSBO process.

When you are ready to place your order, please complete all asterisk items below and as many of the non-asterisk items to assist us in completing the title order process and to ensure accuracy.

All supplied information will be kept strictly confidential. Assurance Title complies with the ALTA Best Practice Policies.

APPLICANT INFORMATION:

*Name of Person Placing Order: _____

*Name of Company: _____

*Email Address: _____

*Billing Address: _____

*Phone: _____ *Date Needed By: _____

Fax No. if applicable: _____

SELLER INFORMATION:

*Seller's Full Name(s): _____

*Is the subject property the seller's primary residence: Yes No

Seller's Current Address if different from Property Address: _____

Seller's Current Lender: _____

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BUYER INFORMATION:

*Buyer's Full Name(s): _____

*Buyer's Current Address: _____ *Buyer's Phone No: _____

Buyer's Email address: _____

Buyer's Lender: _____ Buyer's Lender's Phone No: _____

Buyer's Loan Officer: _____ Buyer's Loan Officer's Email Address: _____

Loan Amount: _____ Loan Type: _____

Requested Endorsements: _____

Proposed Insured to read as follows: _____

PROPERTY INFORMATION:

*Property Address: _____

*Sale Price: _____ *Anticipated Closing Date: _____

*Property Type: 1-4 Family Residential Commercial Vacant Land Condo Other _____

*How many parcel(s) does the subject property contain: _____

Legal Description or Parcel I.D./Tax Key No.: _____

Prior Title Evidence:
(to receive discounted Re-Issue Rate upload, email or fax your existing title policy)

Conditions of Title Known: _____
shared driveway or well, easements, tenant information

Attorney for Seller: _____ Attorney for Buyer: _____

Special Instructions: _____

NECESSARY INFORMATION NEEDED:

Assurance Title will need to be provided with the following two (2) items to process the title insurance and prepare the Seller's Net Closing Statement:

- A fully executed Offer to Purchase, Addendums, Counters or Amendments.
- A completed Authorization to Release Confidential Information.

Note: Please return a fully completed scanned pdf image of the above two (2) items. You can either upload these with this order on our website or email them to: orders@assurance-title.com If scanned images are not possible, please fax them to: (920) 235-2122 or they can be dropped off at our office. If you need assistance, we are just a phone call away, please call our office at (920) 235-0017.

Important: Upon completion of the above order form you will receive an email confirmation that we have received your title order request. If you do not receive the confirmation, please contact us at (920) 235-0017.

Thank you for choosing Assurance Title, we appreciate your business.