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New Orders Require

THIS FORM

and the

FULL AGREEMENT OF SALE

please.

MAKE SURE YOU GET A **CONFIRMATION OF RECEIPT** BACK FROM US! Revised 07/26

Address:	
City/State/Zip:	
Township:	
Zoning Type:	(Assumed residential single family if left blank)
Closing Date:	Open calendar here...
mm/dd/year	
Today's Date:	Open calendar here...

Service Offerings:		
	Seller Conveyancing	\$325.00 (Default)
	Seller Conveyancing With U&O and/or Resale Package and/or an Estate	\$350.00
	Priority Processing File (Less than 15 days notice and any or all other conditions)	\$400.00
FYI	Multiple undisclosed liens	May result in +\$50.00
Express Mail Fees: May be required with difficult municipalities or rushes.		
		\$11-25 per check sent for quick delivery.

Listing Agent Name:	
Company:	
Phone:	
Email:	
Admin Name:	
Phone:	
Email:	

Seller (1) Name:	
Phone:	
Email:	
Seller (2) Name:	
Phone:	
Email:	
Do you want a deed package ordered?	Yes No Unsure (default)
Notes: Divorce? Estate? POA? Married to someone not on deed?	

Title Company Name:	
Contact:	
Phone:	
Email:	
MISC. CHARGES and/or FEES	
Listing Commission:	
Selling Commission:	
Seller Assist:	
Additional Commission:	
Home Warranty:	Yes No (Default) Who Pays: _____ (Use arrow at right to change)
Marketing Fee:	
Other:	
TOWNSHIP PERMITS and/or PUDs	
If any permit, U&O, or L&I is required, is SOS ordering?	Yes No (Default) Who Pays: _____ (Use arrow at right to change)
Is this a PUD/Condo/HOA?	Yes No (Default)
Do you want SOS to order the 3407/5407 resale package?	Yes No (Default) (default) Who Pays: _____
Do you want SOS to order expedited (add \$75- \$150)? Otherwise, it is 10 days after management company gets payment.	Yes No (default)
If SOS is ordering PUD, WE M-U-S-T HAVE:	
Community Name:	
Management Company Name:	
Phone or Email:	

SOS only pays for certs when client has a retainer with us. Resale packages and U and O's are covered in that only when the listing agent funds retainer account with \$1000 or more (based on volume) - Otherwise we will ask seller for funds for any prepays. Agent or seller are responsible for cert prepays on any deal that is terminated and the certs can not be used on a subsequent deal.

Additional Notes:

Address:	
City/State/Zip:	
Township:	

Add extra notes here....