



12741 Miramar Pkwy 102
Miramar, FL 33027
Phone 954-447-6947 Fax 954-447-6946
Toll Free: 866-717-5120

New Client Registration Form

Name of Title Company/Firm \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Main phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Co. Email \_\_\_\_\_

Name of Manager \_\_\_\_\_ E-Mail address \_\_\_\_\_

Name of Senior Processor \_\_\_\_\_ E-Mail address \_\_\_\_\_

Average # of files opened monthly \_\_\_\_\_ Average # of files closed monthly \_\_\_\_\_

Does Title Company/Firm have multiple locations? \_\_\_ YES \_\_\_ NO If YES, to avoid confusion please provide us addresses and phone numbers: \_\_\_\_\_

In order to activate your online account for easy online ordering, monitoring, cancelling & updating. Please provide us with a:

USERNAME \_\_\_\_\_ & PASSWORD \_\_\_\_\_

- Title Comp. /Firm require real-estate tax search included in report? YES NO
Title Comp. /Firm require tangible property taxes search included in report? YES NO
Title Comp. /Firm require special assessments search included in report? YES NO
Title Comp. /Firm require open/expired permit search included in report? YES NO
Title Comp. /Firm require code violation search included in report? YES NO
Title Comp. /Firm do municipal lien searches on condominiums? YES NO

Municipal lien search delivery method preferred: Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Invoices to be paid: \_\_\_ Individually \_\_\_ Monthly \_\_\_ Bi-Monthly \_\_\_ At Closing

How did you hear about us? \_\_\_\_\_

FEES ASSOCIATED WITH SERVICES:

- Municipal Lien Searches (Standard Service) \$130.00 FLAT FEE (\$165.00 FOR TRI-COUNTY AREA\*).
Estoppel Letters \$75.00 PLUS ADVANCED ESTOPPEL/PAYOFF FEES.
Zoning Letters \$60.00 PLUS CITY AND/OR COUNTY FEES.
Permit & Code Closings \$250.00 MINIMUM.
Property Survey & Elevation Certificate \$350.00 MINIMUM.

Rush services, Lien Payoffs and Ledgers may result in additional fees.

CLIENT PAYMENT AGREEMENT:

Municipal Lien Search: Invoice wash agreement NOT to exceed 30% of ordered searches within 60 days. Lien searches requested in error ie: wrong address will not be included in wash. Expedited rush file invoices not part of wash. Cancellations exceeding 30% will be subject to payment of municipal fees only.

All Other Services: No wash and must be paid at closing or 30 days from order date.

\*Tri-County Area includes Broward, Miami-Dade and Palm Beach Counties.

Name Title Date