

## REQUIRED OFFER TITLE SUBMISSION FORM

Please submit this form when submitting any offer with United Country Real Estate | Magnolia Realty Services.

### Buyer's Chosen Title Company

Chosen Title Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Buyer (1): \_\_\_\_\_ Buyer (2): \_\_\_\_\_

Sale Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposed Settlement Date: \_\_\_\_\_ Proposed Office for Settlement: \_\_\_\_\_

Marital Status for Buyer (s): \_\_\_\_\_ Is buyer taking title *without* spouse? \_\_\_\_\_

If Mortgage in Buyer's name only, deeded with spouse, please provide Spouse's Name: \_\_\_\_\_

If known, Buyer (s) taking title as: \_\_\_\_\_

Settlement Dept Coordinator email: [info@magnoliarealty.com](mailto:info@magnoliarealty.com). Agents, please order the title promptly.

- Please provide a copy of the escrow check via email *with street address included on the memo line*.
- Please *promptly* deliver or mail the check to office at:
  - United Country Real Estate | Magnolia Realty Services
  - Attn: Business Manager
  - 30 West Main St., PO Box 50
  - Elizabethville, PA 17023
- Intended Delivery of escrow check by agreed upon date on Agreement of Sale: (please check)
  - Drop off to office (After Hours- in overnight drop box located at back door of office)
  - Or by Mail to the Post Office Box 50 above.
- Please forward a copy of the Buyer's contract, addendums, POF or mortgage pre-qualification letter, seller's disclosure(s) to the Agent.
- Please forward a copy of the Cooperating Broker Compensation Agreement.

I/We, as the Buyer(s), acknowledge that my Agent will order title work on my behalf at the third party designated title company that I have chosen above. I understand and agree to satisfy all title charges and/or attorney's fees incurred as part of my sale at settlement. Should my sale not occur, I agree that there may be title charges still incurred as part of the sale process, and if presented to me at a later time, I agree to satisfy those to the title company directly.

\_\_\_\_\_  
Buyer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

*Thank you for this submission. We appreciate your cooperation with us, and we look forward to a successful sale with you.*

Revised 3/3/2023