



275 East Main Street  
Somerville, NJ 08876  
Phone: (908) 575-9995  
Fax: (908) 722-7787

Email Order Form to [Orders@goguardianinsurance.com](mailto:Orders@goguardianinsurance.com)  
Get Free Title Insurance Quotes at [www.e-titleagency.com](http://www.e-titleagency.com)



**BUYER'S ATTORNEY**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Buyer's Attorney Fee: \_\_\_\_\_

**BUYER'S REALTOR**

Name: \_\_\_\_\_  
Broker: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Location Req: \_\_\_\_\_

**PROPERTY INFORMATION**

Block and Lot: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
Property Type: Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_  
Transaction Type: Purchase: \_\_\_\_\_ Refinance: \_\_\_\_\_  
Building Type: Condo: \_\_\_\_\_ Townhome: \_\_\_\_\_ SFD: \_\_\_\_\_ Apartment: \_\_\_\_\_

**BUYER INFORMATION**

Buyer #1: \_\_\_\_\_ SS# Last 4: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Buyer #2: \_\_\_\_\_ SS# Last 4: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**LENDER INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**CONTRACT INFORMATION**

Sales Price: \_\_\_\_\_  
Mortgage Amount: \_\_\_\_\_  
Deposit: \_\_\_\_\_ Escrow Held By: \_\_\_\_\_  
Seller Concessions: \_\_\_\_\_

**SELLER INFORMATION**

Seller #1: \_\_\_\_\_ SS# Last 4: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Senior Credit Due? Yes \_\_\_\_\_ No \_\_\_\_\_  
Seller #2: \_\_\_\_\_ SS# Last 4: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Maiden Name if Applicable: \_\_\_\_\_

**SELLER'S ATTORNEY**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Seller's Attorney Fee: \_\_\_\_\_

**SELLER'S REALTOR**

Name: \_\_\_\_\_  
Broker: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Realtor License #: \_\_\_\_\_  
Broker License #: \_\_\_\_\_

I / We hereby authorize the order and delivery of the following items:

**BUYER:** please check box next to requested items

- Title**
  - Survey**
  - Do you want GSA to select the survey company?** (if item isn't checked please include the name of the Survey Co. on line below)
  - Survey to be done by:** \_\_\_\_\_
  - Termite**
  - Homeowner's Insurance**
  - Survey Certification**
  - Certification of Insurance**
  - Water Certification**
  - Septic Certification**
  - Order HOA Statement of Account**
  - Other Services:** please provide details below
- 

**RESPA - Authorization**

Under the Real Estate Settlement Procedures Act (12USC 2601), you have the freedom to choose the supplier of any service required. This form is intended to authorize Guardian Settlement Agents, Inc. which is to secure those services necessary to efficiently process your transaction. Therefore, if you would prefer a contractor of your choosing to perform any of the specified items above, please note your preference below:

**Item:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_

**Charges and Fees**

It is understood that certain charges will be incurred on your behalf which are reasonable and consistent with the above. Invoices for the work performed will be presented and deducted from your proceeds at settlement. Your title representative will explain the charges.

**Disclaimer**

Guardian Settlement Agents, Inc. expects that all services will be performed in a prompt and professional manner. Each vendor or supplier, however, is responsible for his or her actions. Accordingly, Guardian Settlement Agents, Inc. will not be held responsible for any negligence, delay or error attributable to such vendor or supplier. If you have a particular question regarding a warranty, etc., please contact the vendor that has been engaged to perform the required service.

I / We, the Buyer(s) or Their Respective Legal representatives hereby authorize GSA to secure or cause to be secured, at our expense, the items identified above.

**BUYER / Date:** \_\_\_\_\_  
**BUYER / Date:** \_\_\_\_\_

**Documents attached:** Please check box if attached

- Mortgage Commitment**
- Copy of Executed Contracts**
- Original Authorization Form**
- Legal Description**
- Copy of Report of Title**
- Copy of Deed**

**Additional Notes/Information:** \_\_\_\_\_  
\_\_\_\_\_