

**INFINITY**  
**International Processing Services. Inc.**  
**www.infinitytitleinfo.com**

**ABSTRACTOR'S APPLICATION**

**Abstractor Requirements**

1. Copies of Diplomas/Certificates received and Designations held.
2. Copies of State License or Certification
3. Copy of Errors and Omissions declaration page
4. Copy of Resume or Business Pamphlet
5. The W-9 Form
6. Disclaimer

**Send the above mentioned documents with the application on the following**

**E-mail: abstractors@infinitytitleinfo.com OR Fax: 800-657-1549.**

**Personal Information:**

Organization Name:		<b><u>E-Mail:</u></b>	
		Organization:	
		Personal:	

Is your company organized, what type? (Corporation, Sole Prop, Other)

Federal Tax ID:		SSN:	
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**Name** (last name first):

**Physical Address:**

Street Address:  
City:  
State:  
Zip Code:

**Mailing Address:**

Street Address:  
City:  
State:  
Zip Code:

**Telephone Numbers:**

Abstractor's Application-2.1

Office No:	Home No:
Courthouse No:	Cell No:
Pager No:	Fax No:
How would you like to receive your abstract orders? (Fax / E-mail/FTP)	
How would you send back the completed search package? (Fax / E-mail/FTP)	
<b><u>Service Area:</u></b>	
List all counties where you are qualified to complete title searches:  (If the county list is more in number or in image format , please attach the sheet of your coverage county)	
<b>Any References? Yes , provide details</b>	
Company Name and Address:	
Contact Person:	
Phone Number:	Ext:

**Please select the Product and enter your Fees and Turn Around Time.**

Services	Fees	Turn Around Time
Current O & E Search (Inclusive of tax)		
Two Owner Search		
Full Search (Inclusive of tax)		
Update		
Document Retrieval		
Deed Search		
Vesting/Legal Report		
Judgment/Lien Search		
Recording Services		
Copy Charges/Page		

How much time (hrs) would you give us for canceling a particular order that was allotted to you i.e. <b>Cancellation Time</b> ?	
What would you charge, for the cancelled order as handling charges if we exceed the <b>Cancellation Time</b> ?	

**Kindly Read the following Disclaimer & Payment terms and Sign in as an Acceptance.**

**Disclaimer:**

1. Rights to review and select abstractors would solely be with Infinity.
2. If required a Test Search would be done and this Test performance would be considered during selection. (Test will not be payable).
3. Decision to provide Test Search as per the requirement will duly be with the Management of Infinity.
4. Any change in Contact No, Address, or Service Area they should be directed to the Vendor Management team.
5. Abstractor is bind to send confirmation of the order received (Fax/E-mail).
6. Never at any stage of search the abstractor should directly liaise with the Borrower/Client.
7. Any missed items of record are sole responsibility and liability of vendor.

**Payment Terms**

1. 15 days prior notification in writing must be submitted for any change in Fees, which would then be subject to approval.
2. Payment will be issued after 30 days of receiving monthly invoice.

Date:

Signature:

**Kindly Return the Disclaimer duly signed**

**For additional information Contact us at:**

Tel no: 517-541-4354.

## Definitions of Products

- ✚ **Current Owner Search:** This search must include the following items: List current owner'(s) deed of acquisition, providing it is a "Purchase Money Deed", all open Mortgages/Deeds of Trust, last Assignment of record and all other documents pertaining to Mortgage/Deed of Trust; List of all open Judgments and all Liens against the owners/property; Real Estate Taxes, status, amount, Tax ID#, and assessments.
  
- ✚ **Deed Search:** A copy of the deed would be requested. We would provide you with the name and address of the borrower.
  
- ✚ **Vesting/Legal Report:** Need the copy of current deed, Tax ID/parcel number and legal description
  
- ✚ **Full Search:** This product is a full search of the property as defined by the title standards of each state.

Full Title Abstracts require copies of:

- ❖ All deeds in the chain of title.
  - ❖ Any and all encumbrances of record. (Easements/Restrictions/Rights-of-Way, Oil, Gas and Mineral Rights, list of all open Judgments and all Liens against the owners/property)
  - ❖ Plans, if available. If necessary make a copy of the section of a map, which shows locus, and copy the recording information of the plan.
  - ❖ Face copy of all outstanding mortgages/deed of trust, assignments and all other instruments pertaining to mortgage/deed of trust. (Face copy is the front page copy of these instruments. Also include any subsequent pages that may contain pertinent information related to the instrument including some, loan information, signatories, mortgagors, mortgagees, etc)
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- ✚ **Other Notes:**
    - ❖ A condominium search for a full title requires a copy of the Master Deed and Declaration of Trust along with copies of any amendments, most current phase, if phased, that effect our unit and a current list of Trustees (first page, signature page and exhibits for all documents).
    - ❖ Make sure Volume/Page is on every document.

 **Recording Services:**

- ❖ Abstractors should be able to check that the documents are in well recordable form. i.e. (It should be properly signed, notarized, the witness signatures should be present, margins should be proper.
- ❖ Should be well versed with the general requirements and also state by state requirements for recording documents.