

Request to open title work

Date: _____

Independence Title – Attn: _____

RE: Request to open title work

I will be selling my property located at:

Please open title work on this property as soon as possible because I will require any contract submitted to close at Independence Title. Before we receive a contract on the property, I want to be sure that there are not any potential outstanding title defects that would cause Independence Title to be unable to insure this property.

There may be a potential title issue centered around the following (if none known, put NA):

For your reference and review, I am enclosing a copy of my prior Owner's Title Policy and prior survey of the property.

Please let us know if you need any additional information to process this request.

Sincerely,

Name: _____

Phone: _____

Email: _____