



# Quality Title & Abstract Agency

*“The Real Estate Title Insurance, Closing and Appraisal Professionals”*

[www.thejordangroup.net](http://www.thejordangroup.net)

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Eatontown, NJ 07724  
800-432-0052 \* Fax 800-599-7220

## Employment Opportunities Closing Agents

**Quality Title & Abstract Agency, Inc.** is currently looking for closing agents in your area. Individuals must be reliable, have excellent communication skills, have a professional appearance and closing experience. We are looking for qualified closers who are interested in an affiliation with a company that has “stood the test of time” and has been in business over 25 years.

**Quality Title & Abstract Agency, Inc.,** is a member of **The Jordan Real Estate Group** which is one of the largest real estate appraisal and title insurance companies on the east coast. We are a multi-state company that has been in business for over 25 years with offices in New Jersey, Maryland and Florida. We are not an Appraisal and Title management company and only work with individuals. Please visit our website for more information: [www.thejordangroup.net](http://www.thejordangroup.net).

We are looking for closing agents who care about the product they deliver, can meet our requirements and are looking for a long term relationship. We have a custom tracking system which allows on-line updating providing our closing staff and clients current information 24 hours per day. If you are looking for an opportunity with an established company please send your resume and completed questionnaire to [Stephanie@thejordangroup.net](mailto:Stephanie@thejordangroup.net) or fax to 732-440-1505.

Name: \_\_\_\_\_

Company name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ E-mail Address:(Required) \_\_\_\_\_

Cell Phone #:(Required) \_\_\_\_\_ Fax #: \_\_\_\_\_

How many years of Mortgage Closing Experience do you have? \_\_\_\_\_

Estimated # of mortgage closings completed in past 12 months: \_\_\_\_\_

Purchase closing experience? \_\_\_\_\_ If yes, how many in the past 12 months? \_\_\_\_\_

Reverse mortgage closing experience? \_\_\_\_\_ If yes, how many in the past 12 months? \_\_\_\_\_

What counties/areas do you cover? \_\_\_\_\_

Are you currently employed by or own a title company? \_\_\_\_\_

If yes, in what capacity? \_\_\_\_\_

Are you a Licensed Title Producer? \_\_\_\_\_ If yes, License #? \_\_\_\_\_

Are you fluent in any foreign languages? \_\_\_\_\_ If yes, please specify which language(s) \_\_\_\_\_.

What hours are you available for closings? \_\_\_\_\_ Nights/weekends? \_\_\_\_\_

Can you accept e-mail documents ? (Required) \_\_\_\_\_ Laser printer? \_\_\_\_\_

Do you have E & O coverage ? \_\_\_\_\_

**Please include the following items when returning this questionnaire:**

- Resume, including all contact phone #'s
- Completed W-9 reflecting Company Name (if applicable), address & Tax ID #
- Copy of E & O Insurance
- Copy of Notary Public Certificate
- Copy of Title Producer License (if applicable)
- Fee schedule (Closing Agents selected based on quality of service and fees)

Please do not hesitate to contact me with any questions.

Sincerely,

Stephanie Brodbeck  
Vendor Manager