



Quality Title & Abstract Agency

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

www.thejordangroup.net

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Meridian Center I
Eatontown, NJ 07724
800-432-0052 * Fax 800-599-7220

Searchers/Abstractors Wanted

Quality Title & Abstract Agency is seeking searchers/abstractors in your area. We are professionals that only work with professionals in our industry. If you are interested in being considered for our approved Abstractor list please complete the following questionnaire and send back via e-mail to opportunity@thejordangroup.net or fax back to 800-599-7220. Please visit our website at www.thejordangroup.net to learn more about our organization.

Name: _____

Company name: _____

Address: _____

Phone #: _____ Fax #: _____

Cell Phone #:(Required) _____ E-mail Address: (Required) _____

How many years of searching/abstracting experience do you have? _____

What counties can you cover? _____

Can you meet our required turn time of 24 to 48 hours? _____

Are you currently employed by or own a title company? _____

If yes, in what capacity? _____

Do you have E & O coverage ? (Required) _____

Please list your fees for the following:

Current owner: _____ Two owner: _____ Three owner: _____

Full Search (60 Years) _____ Continuation search(within 6 months of original) _____

Please **NOTE:** ALL FEES MUST INCLUDE FULL COPY OF DEED, PERTINENT PAGES OF MORTGAGES (IE: 1ST PAGE, 2ND PAGE, LEGAL DESCRIPTION, RIDERS& SIGNATURE PAGES ONLY), LIENS, RUNSHEET, ONE RUNDOWN AND ONE COVER RECORD AND OUR VENDOR SHEETS COMPLETED. **SEARCH MUST INCLUDE DEED WHERE BORROWER(S) TOOK INITIAL TITLE TO THE PROPERTY!!! DOLLAR DEEDS ALONE ARE NOT ACCEPTABLE. SURROGATES/ESTATES MUST BE CHECKED & PROVIDED IF AFFECTING CHAIN OF TITLE. THANKS!!**

Internet access is required to update our website.

Please include the following items when returning this questionnaire:

- Resume, including all contact phone #'s
- W-9 reflecting Company name (if applicable), address & Tax ID #
- Copy of E & O insurance
- Sample Current Owner Search Including Run Sheet.

Please do not hesitate to contact me with any questions.

Sincerely,

Stephanie Brodbeck
Vendor Manager