



1934 North Druid Hills Road, Suite B
Brookhaven, Georgia 30319
404-997-8569

101: HOW TO ORDER TITLE

Here is how you work with us:

1. Email (closings@gurveylaw.com) or FAX (404-759-2006) to us the following as applicable:
 - a. all fully signed CONTRACTS
 - b. all fully signed AMENDMENTS
 - c. all fully signed JV AGREEMENTS + Wire instructions for all parties expecting funds.
 - d. all fully signed COMMISSION AGREEMENTS.
 - e. CORRECT CONTACT INFORMATION for ALL parties involved; email and phone number.
2. Wire us any Earnest Money specified in the Contract *
3. Wire us the Reservation Fee** and/or sign the Reservation Agreement** if applicable.

Things that will inherently delay a possible closing:

- A. Another closing attorney/title company is listed in the contract.***
- B. We haven't received the Earnest Money* or the Reservation Fee.**
- C. We have no contact information for all the parties involved ... or the information we were given is incorrect.
- D. Any of the parties are non-responsive.
- E. Your Transaction Coordinator tries to micromanage our closing. (If they ask us daily for updates or information that we have already provided, we'll need to spend more time explaining what we are doing that actually doing the work.

* ***We expect the terms of the Contract to be met/followed before we proceed with working on a file. IF Earnest Money is a provision of the contract – it is a term that needs to be followed – so you need to send it.***

** ***We are frequently asked to provide legal and title services for parties that are not serious about closing, don't have the ability to close or whose transactions are so complicated that they are unlikely to close. The work we put into those files that do not close negatively impacts those who are earnestly seeking our legal expertise. As it is nearly impossible to sift through what is provided by Professionals and those by others, we ask for a commitment from the parties for our time and services. This is either a set Reservation Fee or a Reservation Agreement to obligate a portion of the EMD.***

*** ***We will not work on a file where there may be another company performing the same work as us. The Contract is a legal document. We can wait until the parties agree in writing to work with us.***