



First American Real Estate Tax Service

Individual Residential Tax Reporting Service Order Form

Order Date (MM/DD/CCYY):	FA Contract Number (First American use only)
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Customer Name (to receive tax reporting)	
Address (to receive FA mailings)	
City/State/Zip	

Prepaid Orders Only	Check Number (required) #
<i>Note: Orders will not be accepted without proper payment amount.</i>	

Tax Service Fee	A \$150.00 fee per loan for loan amounts up to \$499,999.99. For amounts that exceed \$499,999.99, add \$10.00 per \$100,000 in value.		
Loan Number (required)			
Loan Data	Loan Amount (required) \$	Term (in months)	Service Type: B Service Only

Borrower Name (required)			
	Last	First	Middle
Subject Property Address (required)	Street:		
	City/State/Zip:	County:	

Legal Description: (attach legal description if necessary)

Mail the Tax Reporting Service Order Form and check to:
First American Real Estate Tax Service
Mail code: DFW 1-5, Attention: Client Services
1 First American Way, Westlake, TX 76262
Fax # 817-699-1402 or Fax # 817-699-1403

Signature required
on reverse side

Order Form Instructions – For Individual Properties Only

The following lists the information you must provide to manually place loans under residential tax service.

Order Date - The date you prepare the *Individual Residential Tax Service Order* form.

Loan Number - The permanent loan number as it will be stored in the First American system. This number must be provided by the customer for tracking purposes.

Customer Name and Address - This is the seller's name and address. All tax reporting and correspondence will be mailed to this address for the life of the loan.

Loan Amount - The total principal amount of the mortgage or Deed of Trust.

Service Type - **B Service** is the only service provided for individuals. The customer will receive an annual notification of tax delinquencies.

Term - The term of the loan expressed in months.

Payment - Orders from individuals must be prepaid by check. Please make the check out to First American Real Estate Tax Service.

Tax Service Fee - Fees for individuals are preprinted on front of the form. It is the customer's responsibility to calculate required amounts for loans of \$500,000.00 or more.

Borrower's Name - The mortgagor's full name as it appears on the encumbering document.

Subject Property Address - The street address described in the legal description; also known as the situs address. This is NOT the mailing address of the borrower unless the situs address is the same as the mailing address.

Legal Description - The complete legal description without abbreviations is required. A copy of the Schedule A legal description may be attached instead of entering the information on the form.

Term and Conditions

For customers submitting an individual order, the loan described in this Tax Service Order is made subject to the terms and conditions of such agreement upon acceptance of the loan for service by First American Real Estate Tax Service (First American).

First American Obligations: In consideration of the fee paid to First American by the CUSTOMER, First American will, at least on an annual basis, provide the following service:

For B-Service, delinquency reporting, First American will notify the CUSTOMER when ad valorem real property taxes and in designated areas, special assessments or improvement bond installments affecting the property described on the face of this Tax Service Order, become delinquent.

Customer Obligations: In consideration of the services to be performed by First American, the CUSTOMER will (1) pay the fee prescribed by First American, (2) promptly notify First American of any change in the CUSTOMER's mailing address, and (3) promptly notify First American of any changes in the CUSTOMER's interest in the described property.

Limitation on Liability: First American's sole and exclusive liability will be limited to payment for the interest associated to the delinquent taxes. First American is not liable for the underlying taxes or delinquent costs associated with initial or subsequent failure to pay taxes and in no event shall exceed interest in the amount of one thousand dollars (\$1000.00) for a single loan. Initials_____

Cancellation: This Tax Service Order will be canceled and no further services will be performed by First American if:

1. The described loan is paid off, assigned, refinanced, or otherwise terminated.
2. The CUSTOMER gives First American written notice of cancellation.
3. The described property is sold at tax sale.
4. First American is unable to confirm receipt of notices sent to the CUSTOMER for two consecutive years.

General: This Tax Service Order is intended to be the sole and complete statement of the obligations of First American and the CUSTOMER for services to be performed by First American. The provisions of this Tax Service Order are for the benefit of First American and the CUSTOMER and are not for the benefit of any other person. This Tax Service Order will be governed by the laws of the state of Texas.

Please send all notices of changes in mailing address and changes of interest in the described property; and any notice of cancellation to the address noted on the front of this order form. The CUSTOMER should retain a full copy of this document as proof of service.

Signature

Date