



OLDE KEY TITLE

RESIDENTIAL AND COMMERCIAL CLOSING SERVICES SINCE 1982

WHO DO I CONTACT AT OLDE KEY TITLE TO...

Place a new title order?	Fax request to 301.294.4905 (or) Order online at http://oldekeytitle.com/order-title/index.html (or) Email the order to Karen Phillips (kphillips@oldekeytitle.com)
Follow up on an existing title/check status of title?	Call Karen Phillips at 301.294.3333
Request a binder change?	Call Karen Phillips at 301.294.3333
Request help with clearing title?	Call Karen Phillips at 301.294.3333
Order a payoff?	Call Karen Phillips at 301.294.3333
Request a CPL?	Call Karen Phillips at 301.294.3333
Request a subordination agreement?	Call Karen Phillips at 301.294.3333
Ask a legal question about a file or upcoming closing?	Call Lynn Caudle Boynton at 301.294.3333 (or) Call Caryn S. Wetmore at 301.294.3333
Schedule a closing?	Email the request to Karen Phillips (kphillips@oldekeytitle.com) (or) Call Karen Phillips at 301.294.3333
Send documents for a closing?	Email the documents to Karen Phillips (kphillips@oldekeytitle.com)
Follow up on a processing question/issue?	Call Karen Phillips at 301.294.3333
Request information about an upcoming purchase or schedule a purchase?	Call Karen Phillips at 301.294.3333
Request a copy of a signed HUD-1 or package following a closing?	Call Karen Phillips at 301.294.3333
Follow up on funding conditions for a loan?	Call Karen Phillips at 301.294.3333
Inquire about the funding of a loan?	Call Karen Phillips at 301.294.3333
Inquire about the status of recorded documents or final title policies?	Call Karen Phillips at 301.294.3333

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