

# INFINITY TITLE AGENCY, INC.

## INSTRUCTIONS FOR ONLINE ORDERING, STATUS & FAST QUOTES FROM [www.infinitytitle.com](http://www.infinitytitle.com)

1. To log-in, click on “Orders, Status & Quotes” tab.



2. Enter your login info: Client = Infinity (default) > Account = Your Account Name > Password = Your Password > Click on “Login”

3. To Place an Order or create a Quote, click the blue hyperlink. To Search for existing files, click the “search” button for a complete list, or enter known information to search for a particular file.

**INFINITY TITLE AGENCY, INC.**

Title:  Street:

Seller:  City:  Zip:

Borrower:  County:

\* Borrower and Seller are contains searches, all others are exact searches. Powered by Accu-Title

Title	Seller	Borrower	Street #	Street Name	City	Zip	County
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To Place an order, click here

Request a quote, click here

4. When ordering, please provide as much information as possible and click “Place New Order.” Use the comments field to note special attention items such as “seller processing only” or “rush.”

Supporting documents, such as Agreement of Sale, Authorizations etc. can be e-mailed to [orders@infinitytitle.com](mailto:orders@infinitytitle.com)

Ordered #

Ordered By

Ordered Type  Comments

**Property Information**

Street #  Street Name  Municipality

2nd address  County

City  State  Zipcode  Property Type

Block  Parcel# Map Lot  Subdivision

Lot  Other ID# Map Block

**Mortgage / Loan Information**

Selling Price  Settlement Location

Mortgage Amt

Lender Name  Address

Contact

Telephone  Mortgage Class

Fax

Email

Settlement Date

**2nd Mortgage / Loan Information**

2nd Mortgage Amt  Address

Lender Name

Contact  Mortgage Class

Telephone

Fax

Email

**Borrower(s)/Buyer(s)**

Last Name  First  MI  SSN  Tel

Last Name  First  MI  SSN  Email

Last Name  First  MI  SSN

Last Name  First  MI  SSN

5. When viewing documents for existing orders, check off any number of available documents to view in .pdf format. The image can then be saved, printed or e-mailed to additional recipients. You can specify which documents you want available under your private log-in.

### DOCUMENT HINTS

Using Adobe Reader, you can View, Print & E-mail docs.

You can also "Save A Copy" of the docs to your PC from the File menu in Acrobat.

If you have any problems downloading, try holding down the CTRL key during download to temporarily bypass your pop-up filter.

The screenshot shows the Infinity Title Agency, Inc. website interface. At the top, there is a search form with fields for Title, Street, Seller, City, Zip, Borrower, and County. Below the form is a "Search" button. The main content area displays the company name "INFINITY TITLE AGENCY, INC." and a list of documents. An arrow points to the "Available Documents" section, which includes a checkbox for "INSTRUCTIONS FOR ONLINE ORDERING" and several other options related to HUD, ALTA, and Eagle Lenders/Owners.

6. When creating a Quote, first select the appropriate "radio" button for Purchase or Refinance.

Enter the amount of the Sales Price for purchase together with the Loan Amount, if any or if known.

For PA Quotes, be sure to add the previous purchase date or prior loan date to trigger the correct rate. This does not matter for NJ Purchases which are all based on Standard rate.

For NJ Refinance Quotes, be sure to add the prior loan amount under "face amount of existing mortgage" to obtain the "refinance" rate. Refinance transactions with no existing mortgage to be satisfied will be calculated at Standard rate, even if "refinance" radio button is selected, pursuant to the New Jersey Rate Manual.

Click "Calculate" to generate the quote screen. You can change the data and click "calculate" again to apportion owners & lenders coverage\*\*\*\* Use your "back" button to return to the search screen, or click "Print Quote" to generate a .pdf version of the quote to print, save or e-mail. E-mail your quote to [gfe@infinitytitle.com](mailto:gfe@infinitytitle.com) for quick validation of the fees by our trained staff. When validating fees, our staff can incorporate non-standard endorsements, searches, recording fees or other data based on the information you have provided.

Additional Enhancements are coming to [www.infinitytitle.com](http://www.infinitytitle.com) to allow for additional input of transaction-specific details for more detailed quotes! Watch for the improvements!

Check our our NJ Transfer Tax and Mortgage Calculators too!

The screenshot shows the Infinity Title Agency, Inc. website interface for generating a quote. The form includes fields for Sales Price, Loan Amount, Face Amount of Existing Mtg, and Prior Loan Date. There are radio buttons for "Purchase" and "Refinance", and buttons for "Calculate" and "Print Quote". Below the form is a detailed HUD-1 statement with columns for "Hud Line", "Description", and "Amount". The total amount is listed as \$1,807.00.

Hud Line	Description	Amount
	Title Insurance Premium	\$1,068.00
1101	Examination	\$100.00
1104	Alta 8, 1-06 Enviro	\$25.00
1104	Alta 9, 0-06 Restrictions	\$25.00
1104	Survey Endorsement/No Survey Endorsement	\$25.00
1101	TMP/Recordings	\$30.00
1101	Upper Court Searches/Patriot Name Search	\$24.00
1101	Tax and Assessment Searches	\$30.00
1101	Tidelands Search	\$25.00
1104	Closing Service Letter	\$25.00
1101	Statutory Notary Fee	\$25.00
1101	E-Doc Fee per Rate Manual	\$50.00
1101	UPS Overnight (\$10 per pack)	\$30.00
1102	Borrower's Portion of Settlement Fee	\$325.00
	PLEASE CONTACT US FOR GFE VALIDATION.	\$0.00

\*\*\*\* HINT, If you are a lender desiring to apportion owners versus lender's coverage:

1. Complete the quote. Note the total.
2. Remove the purchase price and click "Calculate" again

The new total represents GFE Box 4 (HUD-1 Line 1101) for Loan Premium and Title Insurance Services.

3. Subtract the difference between the two quotes to reach GFE Box 5 (HUD-1 Line 1103) amount for Owner's Coverage above and beyond the loan policy limit.)