



Form 03012008

Order Form (1 of 2)

Site Information

Date: _____ Portfolio Name: _____
Client Ref. #: _____ Total Orders in Portfolio: _____
Site Name: _____ Address: _____
City: _____ State, Zip: _____
Property Use(s): _____ Parcel / Tax ID#: _____
Construction Date: _____ Report Due Date: _____
Building Floor Area: _____ Number of Dwelling Units: _____

Product Selections

<input type="checkbox"/> Zoning Conformance Report (includes all city documents)	\$625.00
<input type="checkbox"/> Zoning Conformance Summary	\$525.00
<input type="checkbox"/> Zoning Letter (plus jurisdiction cost)	\$250.00

If ordering a Zoning Report, please check below if you would like to include this in your report:

Fire Code Violations Condemnation

Note: A cancellation fee of \$250.00 will apply, plus any fees incurred with the jurisdiction or surveyor on your behalf.

Order Form (2 of 2)



510 East Memorial Road
Suite D-1
Oklahoma City, OK 73114
phone: 405-525-2998
fax: 405-528-4878
www.zoning-info.com



Contact Information

Name:
Company:
Address:
Address:
City, State, Zip:

Phone:
Fax:
E-mail:

Referred by:

Billing Information

Name:
Company:
Address:
Address:
City, State, Zip:

Phone:
Fax:
E-mail:

Prepared For

Name:
Company:
Address:
Address:
City, State, Zip:

Phone:
Fax:
E-mail:

In order to complete a report, you **must** supply Zoning-Info, Inc. with a copy of an ALTA Survey and a Tenant List / Rent Roll or Unit Mix. When a Use requires seating, such as a Theater or Restaurant, please provide a seat count for parking requirements. When a use is Warehouse or Industrial, please provide an employee count for parking requirements. Additional information may be required.

Please send your order to orders@zoning-info.com

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Terminology (1 of 2)

Client Ref. # - Loan number, your file number, etc. – not required by Zoning-Info

Site Name – The name of the property, if applicable; if no name is entered for the property, the address will be used for this information

Property Use(s) – Any known current uses of the property

Portfolio Name – If there are multiple properties involved, your portfolio/group name if applicable

Total Orders in Portfolio – If multiple properties are involved, total number of orders that will be placed

Address – Physical address of the property the order is requested for

Parcel/Tax ID# - If this is available, please include. Some jurisdictions require this for research

Report Due Date – Date preliminary report will be needed by you; please keep in mind- if the order is for a full report, or a conformance summary, a survey or appraisal will be required at least 2-3 days PRIOR to your requested due date.

If less than 2 weeks – If the Report Due Date is less than 2 weeks from the date of order, this is considered a Rush order and an additional fee will apply.

Terminology (2 of 2)

Contact Information – Name and contact information of the person ordering the product; this will be our contact with regards to the order and will typically be the party that any preliminary report(s) will be sent (via email) to.

Billing Information – If different than the contact information; this will be the information that is shown on our invoice for this order.

Prepared For – Who the report(s) should be certified to.