

CANCELLATION REQUEST

Penn Attorneys/Ohio Bar Title's File Number _____

Penn Attorney's Policy Payment and Final Reporting Guidelines require all Approved Attorneys to promptly notify us of cancellations of a transaction. When a cancellation occurs, please take the following steps:

- 1. Notify Penn Attorneys in writing, within 30 days of cancellation
- 2. Pay the \$25.00 Cancellation Fee
- 3. Return the original instant policy or commitment
- 4. Return the original closing protection letter (If this cannot be done, then there is a \$35.00 charge.)

This form can be used for such notification.

I, _____, Approved Attorney hereby certify that my office did not close the above-referenced file number with the lender named in the attached Instant Policy or Commitment. The closing did not take place for the following reason:

- Purchaser / Borrower could not obtain financing
- Other (Please explain)

Approved Attorney Signature

Date