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**Professional Land Surveyors**  
Colorado, New Mexico, Oklahoma and Texas  
[www.shieldssurvey.com](http://www.shieldssurvey.com)

## **Improvement Location Certificate (ILC) Order Form**

*This form authorizes Shields Survey Ltd. Co. to proceed with preparing an ILC for the following property, unless otherwise noted below, and for Shields Survey Ltd. Co. to receive payment of these services. Payment for service shall be collected at the time of closing. In the event this transaction does not proceed to closing, and if all or part of the work has been completed, the ordering party is responsible for payment.*

Date of Order: \_\_\_\_\_ Date Needed: \_\_\_\_\_ Closing Date: \_\_\_\_\_

### **Order / Billing Information**

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone/Fax: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal Description:** *(please provide COMPLETE LEGAL DESCRIPTION and Schedules A & B of Title Commitment)*

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title Company: \_\_\_\_\_  
Commitment #: \_\_\_\_\_  
Title Co. Contact: \_\_\_\_\_  
Title Co. Phone/Fax #: \_\_\_\_\_

Lender: \_\_\_\_\_  
Buyer/Borrower: \_\_\_\_\_

Flood Zone Certificate: YES NO

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***THIS IS NOT A SURVEY FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE. THIS IS NOT A BOUNDARY SURVEY AND MAY NOT REVEAL ENCROACHMENTS, OVERLAPS, CONFLICTS IN BOUNDARY LINES, SHORTAGES IN AREA, OR OTHER MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE BOUNDARY SURVEY.***

*For Office Use Only*

Dated Received: \_\_\_\_\_ Job#: \_\_\_\_\_  
Completion Dates - Field Work: \_\_\_\_\_ CAD: \_\_\_\_\_ Date Sent: \_\_\_\_\_