



*For Sale By Owner Information Packet*

Today's Date: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Earnest Deposit: \_\_\_\_\_

Held By: \_\_\_\_\_

**PROPERTY INFORMATION**

**Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Homes Association:**

Association Name: \_\_\_\_\_ Dues: \_\_\_\_\_ mo / yr

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**ESTIMATED CHARGES**

**SELLER:**

Closing Fee (including document preparation):	\$300.00
Title Insurance (based on sales price):	\$ _____
Recording / Release Fees:	\$ _____
• \$7.00 PER MORTGAGE RELEASE	
Courier Fees (if applicable):	\$ _____
Wire Fees	\$ _____

**BUYER:**

Closing Fee (if we close instead of Lender):	\$300.00
Title Insurance (Lender's Policy):	\$ _____
• \$275.00 WHEN ISSUED SIMULTANEOUSLY WITH OWNER'S POLICY	
Recording Fees:	\$ _____
Kansas Mortgage Tax:	\$ _____
• \$2.60 PER \$1,000.00	

**SELLER INFORMATION**

I/WE HEREBY AUTHORIZE **Continental Title Company** TO REQUEST AND ACCEPT PAYOFF DEMAND STATEMENTS ON MY/OUR BEHALF FOR THE FOLLOWING MORTGAGE LOAN(S) AND/OR LINE(S) OF CREDIT:

CURRENT MORTGAGE COMPANY: \_\_\_\_\_  
Loan \_\_\_\_\_ No. \_\_\_\_\_  
Phone: \_\_\_\_\_

CURRENT MORTGAGE COMPANY: \_\_\_\_\_  
Loan \_\_\_\_\_ No. \_\_\_\_\_  
Phone: \_\_\_\_\_

**CREDIT LINE:** Please accept this as my/our authorization to payoff and cancel my/our Home Equity Credit Line with \_\_\_\_\_ . I/We understand that I/we will not be able to make any future advances against this credit line. Please release any liens you have against the property securing my/our Credit Line.

**Account No.:** \_\_\_\_\_

\_\_\_\_\_  
Borrower/Seller

\_\_\_\_\_  
Borrower/Seller

Name 1: \_\_\_\_\_

Name 2: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Marital Status: \_\_\_\_\_

**FORWARDING ADDRESS:** \_\_\_\_\_

**BUYER INFORMATION**

Name 1: \_\_\_\_\_

Name 2: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Marital Status: \_\_\_\_\_

**NEW LENDER INFORMATION:**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Loan Amount: \$ \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_