



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: _____ Dues: _____ mo / yr
HOA Contact: _____ Phone: _____

ESTIMATED CHARGES

SELLER:

Closing Fee (including document preparation):	\$310.00
Title Insurance (based on sales price):	\$ _____
Recording / Release Fees:	\$ _____
• \$20.00 PER MORTGAGE RELEASE	
Courier Fees (\$25 each, if applicable):	\$ _____
Wire Fees (\$20 each, if applicable)	\$ _____

BUYER:

Loan Closing Fee (if we closed with CTC):	\$310.00
Title Insurance (Lender's Policy):	\$ _____
• \$305.00 WHEN ISSUED SIMULTANEOUSLY WITH OWNER'S POLICY	
Recording Fees:	\$ _____
Kansas Mortgage Tax:	\$ _____
• \$0.50 PER \$1,000.00	

SELLER INFORMATION

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

SSN: _____

SSN: _____

Marital Status: _____

Marital Status: _____

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 (lender) _____, Account Number: _____

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.

_____ _____
Borrower/Seller Borrower/Seller

BUYER INFORMATION

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

SSN: _____

SSN: _____

Marital Status: _____

Marital Status: _____

NEW LENDER INFORMATION:

Company: _____

Contact: _____ Loan Amount: \$ _____

Phone: _____ Fax: _____ Email: _____

Mailing Address: _____