



*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:	\$ _____
Courier Fees (\$25 each, if applicable):	\$ _____
Wire Fees (\$25 each, if applicable)	\$ _____

**BUYER:**

Loan Closing Fee (if we closed with CTC):	\$310.00
Title Insurance (Lender's Policy):	\$ _____
Recording Fees:	\$ _____

## 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: \_\_\_\_\_