



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): \$325.00

Additional Fees will apply – please call office for assistance.

BUYER:

Closing Fee (if we closed with CTC): \$325.00

Additional Fees for Title Insurance and other charges will apply – please call office for assistance.

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: _____