



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: \$250.00

Additional Fees will apply – please call office for assistance.

BUYER:

Closing Fee: \$250.00

Additional Fees 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: _____



CALL BEFORE YOU WIRE FUNDS!

WHAT TO EXPECT WHEN YOU WIRE FUNDS.

1. To protect all parties, we will only provide wire instructions to the customer.
2. We will NOT send wire instructions without a request from the customer.
3. We will NOT change our wire instructions during a transaction.
4. The only way to obtain our wire instructions, or for us to accept a customer's wire instructions, is by using CertifID.

NEVER WIRE FUNDS WITHOUT CALLING A KNOWN PHONE NUMBER FOR YOUR ESCROW OFFICER TO CONFIRM THE WIRE INSTRUCTIONS. DO NOT USE EMAIL FOR VERIFICATION.

The undersigned hereby authorizes Continental Title Company (CTC) to communicate regarding my real estate transaction via electronic communication (cell phone, e-mail or text message). I understand that CTC will only communicate with me via the cell number and e-mail address(es) listed below.

I acknowledge receipt of this notice and the risks associated with the electronic transfer of funds. The undersigned further agree that if electronic transfer of funds is utilized, they hold CTC harmless from any and all claims arising out of the inaccurate transfer instructions, fraudulent taking of funds and/or any other damages or claims related to the conduct of third parties influencing the transfer instructions.

Buyer / Seller Signature

Buyer / Seller Signature

Printed Name

Printed Name

Email Address
(____)_____

Email Address
(____)_____

Cell Phone Number

Cell Phone Number

CTC File Number

Property Address