



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



## 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.

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Buyer / Seller Signature

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Buyer / Seller Signature

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Printed Name

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Printed Name

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Email Address

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Email Address

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Cell Phone Number

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Cell Phone Number

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CTC File Number

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Property Address