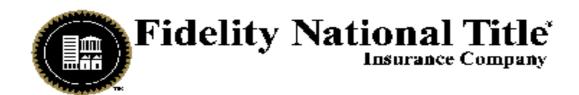
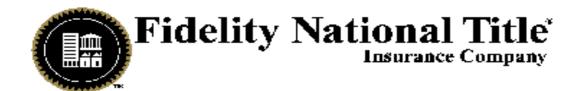
CLOSING REQUIREMENT CHECKLIST

Both sides of purchase agreement, any addendums and seller disclosure. Old title policy for credit. Marital status of seller; wife's name, if married. Full address and phone number for buyer and seller. Social security number **REQUIRED**. Lender name, phone number and contact person. Deposit amount_____ held by _____ Payoff letters for any mortgages, land contracts or home equity loans. Tax bills or receipts. Assessment information (sewer, water, paving, sidewalk). Occupancy escrow to be held (yes/no) number of days_____ daily rate_____. Land contract sale - deed held in escrow fee to buyer . Condominium association dues letter and insurance certificate. Homeowner's subdivision association letter, if applicable. Termite inspection: company_____amount____amount____ Death certificate with raised seal, if applicable. Divorce decree with property settlement; probate documents, if applicable. Power of attorney (must be approved prior to closing). Check title commitment for requirements.



INFORMATION SHEET

Sale Price:	
Buyer:	Social Security #:
Buyer:	Social Security #:
Address:	Phone:
New Lender:	Phone:
Contact Person:	Fax:
Seller:	Social Security #
Seller:	Social Security #
Address:	Phone:
Mortgage Company:	
Loan Number:	Phone:
Additional Instructions:	



ADDITIONAL INFORMATION

ORDERING TITLE WORK

After your home has sold, we will need the following to order title work and begin processing your file for closing:

- Finalized purchase agreement with complete legal description and buyers and sellers names printed below their signatures.
- · Prior title policy for credit.
- Possible additional documentation:
 - ~ Divorce decree
 - ~ Trust agreement
 - ~ Death certificate

PROCESSING YOUR ORDER

The actual title search will take approximately four to six working days, at which time a title commitment will be issued. This explains the requirements that must be complied with in order to close and issue a final policy. Once the title commitment is complete, we will need the following information and/or documents:

- Completed information sheet
- Signed payoff authorization with lender's name, phone number and loan number.
- Homeowners or condominium association information.

Once all the requirements from the title company and the new mortgage company are satisfied and all parties to the transaction are ready to close, please call *Fidelity National Title* to schedule your closing.

COSTS

- \$350.00 to the seller for preparation of all closing documents.
- \$450.00 to the buyer for the closing fee.
- \$ 15.50 to the seller for each overnight fee. (i.e., payoff check)
- The owners' title policy is paid by the seller and is based on the sale price of the home.



Mortgage Payoff Request

Lender:	Date:
RE: Property Address:	
Mortgagor(s):	
Your Loan No:	
Please be advised that the above ca	ptioned property has been sold as follows:
Purchaser will assum	ne your mortgage
Your mortgage will b	pe paid off
You are hereby authorized and dir information on your loan:	rected to furnish <i>Fidelity National Title</i> the following
Pay-off figures as o	ofwith a daily rate.
Assumption figure and escrow balance	es, monthly payment, interest rate, prepayment penalty e.
Complete insurance	e information.
Please prepare a d	ischarge
Seller	Social Security #

PLEASE RETURN TO Fidelity National Title THANK YOU!!



Condominium - Homeowners association payoff request

Date:	
Re:	
	y National Title with the following information:
Association name: _	
Send payments in ca	re of:
Address:	
Phone number:	Contact person:
Amount:	Paid thru:
Paid: Monthly / Ann	ually / Semi-Annually / Quarterly / Other
Period covered:	
Mandatory:	Optional:

Thank you. We appreciate your prompt response.

