



Terra Title Corporation

1000 North Hiatus Road, Suite 105

Pembroke Pines, Florida 33026

Tel: 954.771.1195 / Tel: 874-7001/ Fax: 954 653-4184

info@terratitlecorp.com

Our file: _____ Re: _____

Our office is handling the closing for the above referenced transaction. Kindly provide us with the following information via fax or email in order to expedite the closing process:

SELLERS INFO:

Entity's Exact Name: _____

Type of Entity: Corporation LLC Partnership LP

State of Formation Florida Other _____

Corporate Tax ID: _____

Corporation Address: _____

Name of person signing on behalf of Co. _____,

Title _____

Does the Company have: Corporate Resolution (Y / N) Operating Agreement (Y / N)

*****if Yes, Please provide Corporate Resolution and/or Operating Agreement*****

Although TTC can prepare your corporate closing documents, WILL AN ATTORNEY BE REPRESENTING YOU and/or PREPARING DOCUMENTS? (YES ___ / NO ___) check one

if yes: NAME of Attorney : _____ PHONE _____

The following are the Fees payable by Seller on this transaction

Please call for a Quote for Document Preparation/Settlement Fee

Wire fee of \$45.00 per wire

- **We request for your representing attorney to provide us with Payoff and Estoppel Letters.**
- **Additional costs to third party servicers are Courier Fees and Estoppel Letters fees, which vary per, use, city and associations.**

IN ORDER TO EXPEDITE THIS TRANSACTION PLEASE E-MAIL OR FAX US THE FOLLOWING:

- 1) COPY OF THE OWNER'S TITLE INSURANCE POLICY
- 2) COPY OF YOUR MORTGAGE STATEMENTS; IF NOT AVAILABLE FILL IN THE FOLLOWING INFORMATION.

PAYOFF INFO (Provide us with the name of the lending institution, account # and phone #.)

**** IF YOU HAVE AUTO DEBIT REMEMBER TO CANCEL PRIOR TO CLOSING****

1st Mtg. _____	2nd Mtg. _____
Acct # _____	Acct # _____
Phone # _____	Phone # _____

HOMEOWNERS ASSOCIATION (S): PLEASE ADVISE IF MORE THAN ONE ASSOCIATION
Pursuant to the contract you are responsible to pay for the Estoppel Fees. We will contact you for payment information as soon as we are provided by your association the fees involved.

1 st Assoc. _____	2 nd Assoc. _____
Mgmt Co: _____	Mgmt Co: _____
Phone: _____	Phone _____
Monthly Payments: _____	Monthly Payments: _____

Additional Association(s): _____

Parking Spaces: _____ / **Numbers** _____

Notes, Comments and Additional Information:

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PLEASE DO NOT RETURN THIS PAGE TO US. IT'S ONLY FOR INFORMATION PURPOSES.

- WE WILL NEED A CURRENT ID (DRIVERS LICENSE OR PASSPORT) FOR CLOSING PLEASE PROVIDE WITH QUESTIONNAIRE.
- PROVIDE COPY OF CORPORATE RESOLUTION
- PROVIDE COPY OF OPERATING AGREEMENT
- IF THERE IS A POWER OF ATTORNEY INVOLVED, WE NEED A COPY TO REVIEW AND HAVE IT APPROVED BY OUR UNDERWRITERS. PLEASE LET US KNOW AHEAD OF TIME. THE ORIGINAL WILL BE COLLECTED AT CLOSING.
- IF YOU ARE OUT OF THE COUNTRY, YOU WILL EITHER HAVE TO MAKE ARRANGEMENTS TO BE PRESENT FOR CLOSING OR YOU WILL NEED TO CONTACT YOUR LOCAL US EMBASSY TO SCHEDULE NOTARIZATION OF THE CLOSING DOCUMENTS.

ALL PROPERTIES:

- ANY AUTO DEBITS FOR MORTGAGE PAYMENTS, ASSOCIATIONS AND/OR UTILITIES SHOULD BE CANCELED IN A TIMELY FASHION. (MOST REQUIRE 15 DAYS)
- YOU ARE RESPONSIBLE TO CANCEL ANY ACTIVE HAZARD, FLOOD OR WINDSTORM INSURANCE POLICY DIRECTLY WITH YOUR INSURANCE AGENT AND/OR COMPANIES.
- UTILITY ACCOUNTS (WATER / ELECTRICITY) – PLEASE DO NOT CLOSE OR CANCEL UNTIL AFTER CLOSING AS THEY ARE REQUIRED FOR WALK THROUGH AND/OR FINAL INSPECTIONS.

MIAMI –DADE PROPERTIES:

NOTE: VERY IMPORTANT, PLEASE READ CAREFULLY:

- A FEW CITIES IN MIAMI-DADE COUNTY REQUIRE *CERTIFICATE OF RE-OCCUPANCY (City of Hialeah, North Miami, Miami Gardens or Miami Springs)
- Or CERTIFICATE OF USE (FORECLOSED properties located within Unincorporated Dade only.)

Unless agreed upon, the Seller is responsible to obtain THESE CERTIFICATES Prior to Closing.

***WE CANNOT CLOSE WITHOUT THESE!**