



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 #: _____ **PROPERTY:** _____

Congratulations! Our office is handling the closing for the sale of your property. The below requested information is necessary and very important for accuracy of our file. Please return via **fax or email in order to expedite the closing process:**

SELLERS INFO:

Seller _____ **Marital Status:** (Married ___ / Single ___)

Soc. Sec. # _____ **No SS Foreign National** _____

Cell: _____ **E-mail:** _____

Spouse name: _____

Spouse Soc. Sec # _____ **No SS Foreign National:** _____

Is the property being sold your principal residence: Yes ___ / No ___

Will you be present at closing? _____ **or is this a mail away?** _____

MAILING ADDRESS AFTER CLOSING: _____

WILL AN ATTORNEY BE REPRESENTING YOU/PREPARING DOCUMENTS? YES ___ / NO ___

if yes: NAME of Attorney : _____ **PHONE** _____

- **The following are standard title closing fees paid at closing:**
Document Preparation Fee: \$500.00
Closing / Notary Fee: \$100.00
**** Please note the above listed fees will be combined as a Settlement fee on Final Settlement Statement****
- **Additional costs to third party servicers are:**
Title Search \$200.00
Wire Fees \$30 per wire **
Municipal lien search **
Courier Fees **
Estoppel Letters fees (only if property is Condo, Townhouse or PUD)**
****These costs will vary per use, city and associations.**

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

- **COPY OF THE OWNER'S TITLE INSURANCE POLICY**
- **COPY OF YOUR MOST RECENT MORTGAGE STATEMENTS**
- **LATEST WATER BILL / ACCOUNT #** _____

PAYOFF INFO (Provide name of ALL mortgage holders against this property account # and phone #.)

1st Mtg. _____ **2nd Mtg.** _____

Acct # _____ **Acct #** _____

Phone # _____ **Phone #** _____

HOMEOWNERS / CONDO ASSOCIATION (S): WE MUST BE PROVIDED WITH CONTACT INFO OF ALL ASSOCIATION FOR THIS PROPERTY. You are responsible to pay the Estoppel Letter Fees (Statement from Association: provides payment status on maintenance fees and/or violation information, if any.)

1st Assoc. _____ **2nd Assoc.** _____

Mgmt. Co: _____ **Mgmt. Co:** _____

Phone: _____ **Phone** _____

Monthly Payments: _____ **Monthly Payments:** _____

Are you aware of any proposed Special Assessments? Y / N; if yes explain _____

Additional Association(s): _____

ESTOPPEL: Once we have verified information of process to obtain the estoppel, you will be contacted for CREDIT CARD payment. Please note there is a \$50 Processing fee for this service.

Parking Spaces: _____ / **Numbers** _____

ADDITIONAL SELLERS INFO:

Seller _____ Marital Status: (Married ___ / Single ___)

Soc. Sec. # _____ No SS Foreign National _____

Cell: _____ **E-mail:** _____

Spouse name: _____

Spouse Soc. Sec # _____ **No SS Foreign National:** _____

Is the property being sold your principal residence: Yes ___ / **No** ___

Will you be present at closing? _____ **or is this a mail away?** _____

MAILING ADDRESS AFTER CLOSING: _____

ADDITIONAL SELLERS INFO:

Seller _____ Marital Status: (Married ___ / Single ___)

Soc. Sec. # _____ No SS Foreign National _____

Cell: _____ **E-mail:** _____

Spouse name: _____

Spouse Soc. Sec # _____ **No SS Foreign National:** _____

Is the property being sold your principal residence: Yes ___ / **No** ___

Will you be present at closing? _____ **or is this a mail away?** _____

MAILING ADDRESS AFTER CLOSING: _____

Notes, Comments and Additional Information:

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.
- IF THERE IS A POWER OF ATTORNEY INVOLVED, WE NEED TO REVIEW IT AND HAVE IT APPROVED BY OUR UNDERWRITERS, PLEASE LET US KNOW AHEAD OF TIME AND PROVIDE US A COPY. THE ORIGINAL WILL BE COLLECTED AT CLOSING.
- IF YOU ARE A FOREIGN NATIONAL FIRPTA WITHHOLDING IS 15%. PLEASE CONTACT AN ACCOUNTANT TO ASSIST YOU WITH THIS PROCESS.
- 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.
- 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.)

Seller is responsible to obtain THESE CERTIFICATES Prior to Closing.

***WE CANNOT CLOSE WITHOUT THESE!**