



Dear Seller(s),

Our company has been engaged to conduct the closing for your property. In order to assist us, please complete the attached form – including the property's address – and fax it to us. Should our title report reveal any problems, our office will contact you immediately and you may be required to provide a copy of your owner's title insurance policy.

In the meantime, we encourage you to refer to our website www.federaltitle.com and use our *Seller's Calculator* to estimate your proceeds of sale. Other FAQs and directions to our office can be found at the site.

If you will NOT be attending our closing, please contact me as soon as possible so that we can make the necessary arrangements to accommodate your schedule, including pre-signing the closing documents or executing a Power of Attorney.

If you would prefer your proceeds to be wired to your bank account after closing, please be sure to bring a voided check to that account with you to closing, or you can fax it to us in advance. If the account to which you would like the proceeds wired is a brokerage account (i.e. through Merrill Lynch, Charles Schwab, etc), please contact your bank for wiring instructions (a voided check will not provide all the necessary wiring information for brokerage accounts). If your proceeds will be used for another closing, please ask the title company handling that closing to fax their wiring instructions to me.

Thank you in advance for your prompt attention to this request; feel free to contact me with your questions!

Very truly yours,

The Team at Federal Title & Escrow Company



PLEASE COMPLETE THIS FORM AND RETURN TO US PROMPTLY

Property Address: _____

Current Mortgage Lenders (Required for Obtaining Payoff Information):

** Include Home Equity Loans/Lines of Credit

1st Trust Lender: _____

2nd Trust Lender: _____

Phone: _____

Phone: _____

Loan/Acct.#: _____

Loan/Acct.#: _____

**NOTE: If you are delinquent in payments or this is a short sale, please notify me immediately, as additional processing will be required. If you have a home equity account, please DO NOT DRAW on the account once you have faxed this form. Also, if you have Automatic Debit for your monthly payment, please contact your Lender at least 2 weeks prior to closing to cancel it. Not doing so could result in an overpayment to your Lender. Overpayments and escrow balances will be refunded directly to you by your Lender within 30 days of payoff processing.*

Name, Address, Phone No. of Condo/HOA Management Company, if any:

Name: _____ Address: _____ Phone: _____

Monthly Dues: _____ Account pd thru _____ Contact/Property Mgr.: _____

Forwarding Address (REQUIRED):

By signing below, please give Federal Title & Escrow Company the authority to request payoff information from your existing mortgage lender(s):

x _____

x _____

Print Name: _____

Print Name: _____

Social Security No.: _____

Social Security No.: _____

Daytime phone: _____

Daytime phone.: _____

Email Address: _____

Email Address: _____

**Your e-mail will not be provided to anyone outside of Federal Title. We will use it to communicate with you regarding this settlement only, and will e-mail a Settlement Statement to you prior to closing, if possible.*

PLEASE READ THE ATTACHED PAGE FOR ADDITIONAL INFORMATION.



IMPORTANT INFORMATION FOR SELLERS

Please know that if you own the property under one of the following types of ownership, our office will require the following at least **five business days prior to closing**:

INDIVIDUALS USING POWER OF ATTORNEY

- Provide ***original*** signed and notarized form

ESTATES

- Please provide copy of the Last Will & Testament of decedent (if any).
- Provide copy of Petition for Probate.
- Provide copy of Letters of Administration and Death Certificate.
- Provide name, address, and phone number of Attorney for Estate (if any).
- Provide proof of Death in the form of a death certificate, of any Co-owner whose interest is transferred immediately to you upon his/her death.
- NOTE: Power of Attorney CANNOT be used when title is held in the name of an Estate.

CORPORATIONS

- Provide copy of Articles of Incorporation.
- Provide copy of Corporate Resolution (authorizing signatory).
- Provide copy of Certificate of Good Standing (current within 1 yr.).

LIMITED LIABILITY COMPANIES

- Provide copy of Articles of Organization.
- Provide copy of Operating Agreement.
- Provide certified copy of Certificate of Organization.
- Provide copy of Company Resolution (authorizing signatory).

REVOCABLE/IRREVOCABLE TRUSTS

- Provide copy of Trust Agreement and all addenda. Please mail if unable to fax all pages.
- NOTE: Power of Attorney CANNOT be used when title is held in the name of a Trust.

IF PARTICIPATING IN A 1031 EXCHANGE

- Provide name and contact information for your Exchangor so we can coordinate 1031 Exchange documents and proceeds transfer.

UTILITIES: Federal Title will collect an escrow at settlement from the Seller in the amount of \$250.00 to pay the final water bill. We have already notified the respective Water & Sewer Authority of the pending settlement and have requested a final reading for the date of settlement. If you have a past due balance, you are required to pay this before closing and fax proof of a ZERO balance to our office at 202-362-5901. *N/A for condominium units if the water is included in the condo dues.

* For closing costs and an estimate of net sales proceeds, please refer to our **Seller's Calculator**, which can be found by visiting: <https://tools.federaltitle.com/titleagents/estimate/Default.aspx>