



Today's Date

Seller Name

Seller Address

Seller Address

RE: Sale of property located at **Subject Property Address**

Dear **Seller Name**,

Red Door Title has been requested by the buyer or buyer's lender to prepare all the documents and conduct the real estate closing for the sale of your property. We will be performing the functions outlined below.

1. A title search on your property.
2. Obtain a mortgage and lien payoffs.
3. Prepare and process all documents.
4. Coordinate the closing with all applicable parties.
5. Close the transaction and handle disbursement of funds to the appropriate parties.
6. Answer any questions you have regarding the closing process.

To ensure a timely closing, we appreciate your assistance with the following items:

- **Please complete in full and return the enclosed "Seller Information Form" immediately otherwise it could delay your closing.** If you have an Attorney who will represent you at the closing, please provide their contact information. A copy of the proposed deed must be forwarded to us no later than **five days** prior to the anticipated closing. Red Door Title will not be able to confirm a final closing date without the proposed deed in hand. If you would like us to prepare the deed, please indicate this on the attached form. As noted, our average cost for this service is \$175.00 and will appear on the final closing statement. **If Title is held in Trust and we are preparing the deed, we will also need a copy of your trust and any amendments to the trust so we may review and prepare a Trustee Certificate OR a Trustee certificate prepared from an outside source.** The cost of the trust certificate preparation is \$75.00, whether it is a separate document or incorporated as part of the deed. The cost will appear on the final closing statement. **The preparation of either document is of a transactional nature only and by requesting Red Door Title, LLC to prepare the deed and/or trustee certificate does not create a fiduciary relationship between the seller and Red Door Title, LLC. Red Door Title, LLC does not represent the seller in any capacity for the conveyance of the property.**
- Please make every effort to provide us with accurate, complete information regarding your mortgage(s). Many banks and mortgage companies will no longer provide payoff information without advanced receipt of your written request including the account number(s). **Your cooperation will help avoid last-minute payoff problems and closing delays.** If you have an "equity line" of credit, please be advised that a closing cannot occur until the mortgage holder provides us with a written

payoff statement. This statement must indicate a payoff amount and provide assurance that a discharge will be issued upon receipt of the payoff. **Please do not pay off your equity line of credit prior to the closing as this can cause a delay.**

- If you have a private (non-bank) mortgage on the property, please arrange to provide us with the payoff amount and a signed recordable discharge no later than **five days** prior to closing. We will not be able to close the transaction until the payoff and a discharge are received. Red Door Title is generally able to prepare the discharge for a fee of \$75.00 and will appear on the final closing statement.
- If a seller cannot attend the closing, they are still expected to sign the deed unless they are incapacitated. We must receive the signed deed and power of attorney at least two days prior to closing. If a seller provides their own power of attorney, it must be reviewed and approved to assure it meets the applicable statutory guidelines. If you would like Red Door Title to prepare the power of attorney our fee is \$125.00 and will appear on the final closing statement.
- If you opt for a remote/mail away transaction, the documents are subject to review for compliance. If the documents are not received or executed properly, we may not be able to close the transaction fully, record, and/or disburse. It is particularly important for you to make sure you are following the instructions carefully and completing all document in full to ensure a timely transaction.
- Please provide a copy of the most recent municipal tax bill (if taxes are unpaid) or a paid receipt.
- You are required to bring a **non-expired**, government-issued photo identification to closing. Examples include: Driver's License, Passport, State Non-Driver's Identification or Military Photo Identification. **WE WILL NOT BE ABLE TO CLOSE YOUR TRANSACTION WITH AN EXPIRED ID.**
- Please note that we will need your social security number(s) {or Tax ID for a Trust/Estate/LLC} to close the transaction.
- If you must bring money to close, funds are required to be in the form of a wire transfer. The fee for each incoming wire is \$25.00. We will provide wire instructions via CERTIFID. Red Door Title must be in receipt of said wire by the date and time of your closing. Pursuant to state law, we are unable to accept a personal check.
- **Proceeds checks will be made payable to the owner of record {the name of the seller on the deed to the buyer}. Proceeds being wired must be wired to an account held by the owner of record {the account name will need to match the name of the seller on the deed to the buyer}. Therefore, if the seller is a Trust or LLC, please be sure you have a bank account that is also in the name of the Trust or LLC. There are no exceptions. The fee is \$50.00 per outgoing wire which will appear on the final closing statement.**

I look forward to working with you!

Sincerely,

Processor's Name

Processor's Email

Processor's E-fax:

Enc. Seller Information Form