



4921 MEMORIAL HIGHWAY
SUITE 100
TAMPA, FLORIDA 33634

Telephone (813) 342-2200
Telefax (813) 342-2209

Please reply to:
Post Office Box 20328

File #:
Property Address:
Contract Closing Date:

Our office is handling the title insurance and closing for the above referenced transaction. We look forward to working with you for a timely closing! Your contacts at New House Title are:

Processor:
Closer:

In addition, we have an interactive web site through which you may access information about your transaction and view selected documents. For log in information, email your processor or closer or fax a request to 813-902-6926.

This package contains important information for both buyer and agent. We ask that you review it with the same care we take in providing it.

The following items must be completed and returned or furnished to us.

Please return by fax to 813-902-6926 OR email .

- Important Information and Disclosures for Buyer with all items initialed
- Buyer Information Sheet – completed/reviewed by buyer and returned within 48 hours
- Real Estate Tax Information Form with all items initialed by buyer
- Arms Length Acknowledgment – completed by buyer of foreclosed property and returned within 48 hours
- Escrow Agreement Form, executed by buyer.
- Verification of Vacancy – completed by listing or selling agent for foreclosed property, returned prior to close.
- Photo Identification – clear copy of photo identification for each buyer sent to NHT within 48 hours

Important Information and Disclosures for Buyer

Please note buyer initials are required

Buyer Initials

_____ *Charges to Buyer*

NHT charges a **settlement/closing fee of \$250.00** to the buyer, payable at closing and reflected on the HUD Settlement Statement. Buyer may also be responsible for payment of the following, as agreed upon in the Contract of Sale:

Recording Fees, Documentary Stamps, Intangible Taxes, Title Insurance Premiums, Mobile Home Title transfers, as well as real estate taxes or other charges necessary to complete the transaction.

_____ *Real Estate Taxes*

Tax proration at closing are based on the gross tax amount from the most recently published tax bill. We do not estimate upcoming tax bill amounts. Differences or **additional amounts due are the buyer's responsibility**.

_____ *Funds for Closing*

Funds for closing **must be tendered in the form of a wire transfer** and must be **from the purchaser** on the contract or their lender. If a wire is not possible, contact your processor about exception requirements. Be aware that funding or release of keys will be delayed if remittance is made other than by wire.

_____ *Closing Location*

Once your file is complete, we will contact you to schedule your closing. Closing can be conducted by a mobile notary who can meet you to **close at a time and location convenient for you** (other than the subject property).

_____ *Disbursement, Keys and Utilities*

Since our closings are typically off-site and the seller is not present, **disbursement of funds and release of keys does not take place at the signing location**. Once all necessary documentation is received by NHT including but not limited to signed closing documents, closing funds from all parties and lender authorization to fund (when applicable), keys are released and funds disbursed. Utilities may not be turned on until this time. Note also, the listing agent holds the keys; NHT does not.

_____ *Lender Financing*

If you are obtaining lender financing for your transaction, please keep us informed of the progress or any delays in obtaining financing. Be aware **we need the "clear to close" and closing instructions 48 hours prior to closing** to obtain the necessary seller approvals.

_____ *Attorney Representation*

If you are represented by an attorney, have them **send an "Attorney Representation Letter" to us** so we may communicate with them about your transaction. The attorney will also need to send an invoice to us prior to closing if a fee is to be included on the Settlement Statement.

_____ *Permit Searches*

NHT obtains municipal lien searches but **does not search for open permits** unless requested. There is an additional charge for a permit search and it ranges from County to County. Please contact your assigned processor for pricing.

_____ *Title Policy and Original Recorded Deed*

These items are sent to you approximately 30 days after closing.

Important Information for Real Estate Agents

Please instruct the buyer to **wire closing funds** to us. Wires are the most secure and the fastest means of remittance.

Closings are typically conducted by mobile notaries at the time and location chosen by the buyer. NHT will contact all parties to schedule when all requirements for closing have been met. Once all executed documents, funds and lender authorization (if applicable) are received by NHT, funds may be **disbursed** and **keys released**. Checks for commissions, insurance and lender fees are delivered via UPS overnight service. Please contact the closer prior to closing if a wire is required.

NHT does not order surveys, termite inspections.

For lender financed transactions, the lender's "clear to close" and closing package are needed **48 hours prior to closing** in order to obtain the necessary seller approvals.

If a **Transaction Fee** applies, please provide the disclosure and invoice.

Frequently Needed Information

Survey Certification -Must include the following Buyer, Lender, New House Title L.L.C., and FirstCal.

Miami Dade Certificate of Re-Occupancy - **If this property is located in Miami-Dade or Unincorporated Miami-Dade County, a Certificate of Re-Occupancy is required unless you are able to confirm otherwise. The Listing Agent is required to pay a fee to the City and provide a Disclosure Statement to schedule the property for inspection. Once inspected, the City will either approve or deny the certificate.**

Condominium or Homeowner's Association Approvals – If this purchase is for a property subject to a condominium or homeowner's association and the association requires approval of the buyer prior to purchase, the buyer must obtain this approval prior to closing.

Buyer Information Sheet
SALES INFORMATION

BUYER INFORMATION :

Please Select one: _____ Primary Residence
_____ 2nd Home
_____ Investment Property

Buyer #1 (full **legal** name): _____
First Middle Last

Circle one: Single Married-If legally married, spouse's full legal name: _____

Address: _____
Street Address City State Zip

Email Address: _____ SSN: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Fax Number: _____

Buyer #2 (full **legal** name): _____
First Middle Last

Circle one: Single Married- If married, spouse's full legal name: _____

Address (if different from above): _____
Street Address City State Zip

Email Address: _____ SSN: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Fax Number: _____

The Title Company and its employees may not advise the buyer on how they should vest title to their property. If you are unsure, seek legal advice. Please let your file Processor or Closer know how you would like to vest title to your property well in advance of closing to ensure the correct verbiage is placed on your deed.

Vesting on Deed: _____

Mailing Address to be **SHOWN ON THE DEED** if other than the property address:

Address: _____
Street Address City State Zip

PROPERTY/LAND SURVEY

Please indicate below if you intend to obtain a survey for this transaction. If yes, we need to receive a copy at least 3 days prior to closing and the survey needs to be certified as indicated on the Survey Certification Letter that will be provided to you upon return of this Buyer Information Sheet to our office.

If your lender requires a Florida Form 9 Endorsement to the Title Policy, a survey is necessary.

_____ No I/we do not intend to obtain a survey for this CASH transaction.

_____ No I/we do not intend to obtain a survey for this LENDER transaction – SUBJECT TO

LENDER CONFIRMATION ADVISING A SURVEY IS NOT REQUIRED

_____ Yes I/we do intend to obtain a survey for this CASH transaction.

_____ Yes I/we do intend to obtain a survey for this LENDER transaction.

LENDER INFORMATION

Name of Lending Institution: _____
Contact Person: _____ Email Address: _____
Lender's Address: _____
Street Address City State Zip
Phone: _____ Fax: _____

LISTING AGENT INFORMATION

Agent Name: _____ Email Address: _____
Company Name: _____
Billing Address: _____
Street Address City State Zip
Office Phone: _____ Cell Phone: _____
Fax: _____

MLS Fee? YES NO If yes, amount of MLS fee? \$ _____

BUYER'S AGENT INFORMATION

Agent Name: _____ Email Address: _____
Company Name: _____
Billing Address: _____
Street Address City State Zip
Office Phone: _____ Cell Phone: _____
Fax: _____

MLS Fee? YES NO If yes, amount of MLS fee? \$ _____

Deposit Amount: \$ _____ Held by: _____
HOA Dues? YES NO
If yes, HOA Management Company Name: _____
Contact Name: _____ Phone: _____ Fax: _____
Address: _____
Street Address City State Zip

Preferred signing location: _____
Address: _____

VALID PHOTO I.D.

Attach copies of valid government issued Photo I.D. for each Buyer here.

(Copies must be clear and legible)