

## For Sale by Owner

If you have a purchaser for your property and have chosen not to use the services of a Realtor, we can help you finish the transaction. Our closing services will professionally guide you through the process and make sure that all the proper steps are taken. We will also prepare the HUD closing statements according to Federal guidelines.

What do you need to get started? The purchase agreement is the contract between you and your purchaser. It is also our contract to act as your closing agent. You must have a purchase agreement signed by you and your purchaser. Stop by our office and pick up a FREE closing packet. This contains a purchase agreement, seller disclosure information, authorization to obtain loan information, and brochures about our services including pricing guidelines and a contact list.

### The Steps in Closing a Real Estate Transaction

- **Starting the process**  
Bring in your signed purchase agreement into our office and meet our closing staff. They will review the purchase agreement and ask about the details of the sale. Your instructions are important, so take the time to explain any special needs.
- **Processing your Transaction**  
Here's where we gather all of the needed information. Loan payoffs are ordered, tax information is gathered. If any surveys, inspections or appraisals are needed we order them at this point. Finally the Abstract or Title Insurance is ordered.
- **Title Search**  
We will search the public records. The records in our office date back to 1853. We will find the deed vesting title and open mortgages filed against the property. The Treasurers records will be searched. The records of the clerk of the district court will be searched looking for judgements, divorces and probates.
- **The Examination of the Condition of Title**  
If you requested an abstract, we will deliver the completed abstract to the purchaser's attorney. The attorney will render his opinion and if needed, advise on how to clear the title. If you chose Title Insurance, our underwriters will make certain requirements showing us the steps needed to convey the title.

- **Preparation of the documents**

When the transaction is ready to close, our closing staff will review all instructions from the lenders, attorney or Title underwriters. The deed will be prepared by an attorney, all other documents will be prepared and an accounting of all money will be listed on the HUD closing statement

- **Settlement Day**

Our settlement staff meets with the purchaser. Explains all the documents, answers any questions and collects the funds. We then close with the sellers, explain the documents and the closing statements. The funds received from the purchaser are then dispursed to the Sellers minus closing cost. The closing costs are then dispursed to payoff a mortgage, pay taxes, pay the attorney if needed, pay the title company and record the documents.