



# PRONTO TITLES

## SELLER INFORMATION SHEET

**Dear Client, please complete and send this form together with a clear copy of a VALID ID for every person in the transaction.**

• **PROPERTY ADDRESS:** \_\_\_\_\_

• **SELLER 1 FULL NAME:** \_\_\_\_\_

Single  Married  Divorced  Widow/Widower |  Male  Female

Social Security /TIN No.: \_\_\_\_\_ Residency: US Citizen?  Yes  No

Date of Birth: \_\_\_\_\_ Will you be attending the closing?  Yes  No

Email Address: \_\_\_\_\_

Best number to reach you: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

• **SELLER 2 FULL NAME:** \_\_\_\_\_

Single  Married  Divorced  Widow/Widower |  MALE  FEMALE

Social Security /EIN No.: \_\_\_\_\_ Residency: US Citizen?  Yes  No

Date of Birth: \_\_\_\_\_ Will you be attending the closing?  Yes  No

Email Address: \_\_\_\_\_

Best number to reach you: \_\_\_\_\_

Mailing/Overnight/Forwarding Address: \_\_\_\_\_

**NOTE: IF SELLER(S) IS/ARE MARRIED, and the property being sold is homestead, the spouses will be required to sign certain documents at closing.**

• **IF SELLER IS AS CORPRATION OR LLC:** Corporation/Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Signor: \_\_\_\_\_

**\*\* Please provide a full copy of the most recent Operating Agreement AND Corporation/LLC supporting documents (i.e., Shareholder's Agreement, Articles of Incorporation/Organization).**

**If Sole Member LLC, provide Member's Social Security # \_\_\_\_\_ or proof that LLC files as a corporation.**

**IF SELLER IS A TRUST OR AN ESTATE,** please provide a copy of the trust agreement, including ALL Restatements and Declaration.

• **IS SELLER being representation by an ATTORNEY?**

Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## PRONTO TITLES

- Is the subject property serviced by a **septic tank system**? (Miami-Dade ordinance requirement)

Yes  No

- Is this a **Short Sale Transaction**?  Yes  No

If YES, who is negotiating \_\_\_\_\_

- **Who currently occupies the property?**  Owner  Tenant  Vacant

If **Tenant occupied**, please provide a FULL copy of the **current lease agreement** and **Tenant Estoppel** letter. Seller is responsible to comply with Florida Statutes when removing/evicting the Tenant.

- **Property Type:**  Duplex.  Triplex.  Condominium  Single Family

- Is this property an investment?  Yes.  No

- Is this your Homestead?  Yes.  No

- Do you have any **MORTGAGE'S** and/or **LINE OF CREDITS** against this property?  Yes.  No

If YES, please fill out the attached Third-Party Authorization form for each lender/mortgage, sign and return to your assigned processor.

- Does this property have a **HOMEOWNERS OR CONDOMINIUM ASSOCIATION**?  Yes  No

If YES, the below HOA CERTIFICATION form is required to be sent back to us signed and dated.

How many associations? \_\_\_\_\_

Is a **CERTIFICATE OF APPROVAL** required?  Yes  No

**1<sup>st</sup> Association:** \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

HOA amount due \$ \_\_\_\_\_  Monthly  Quarterly  Annually  Other \_\_\_\_\_

Is account current?  Yes  No Next payment is due on: \_\_\_\_\_

**2<sup>nd</sup> Association:** \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

HOA amount due \$ \_\_\_\_\_  Monthly  Quarterly  Annually  Other \_\_\_\_\_

Is account current?  Yes  No Next payment is due on: \_\_\_\_\_

- How would the seller like to receive their proceeds?  Check  Wire Transfer



## PRONTO TITLES

### HOA ESTOPPEL CERTIFICATION FORM

Name of Homeowner(s): \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Management Company: \_\_\_\_\_

Telephone No: \_\_\_\_\_

#### **PLEASE READ THE INFORMATION BELOW**

Based on the new closing/settlement changes, Independent Settlement Agents/Agencies are no longer permitted to pay for a sellers HOA Estoppel letter prior to closing. To further secure a smooth and successful closing, PRONTO TITLES LLC has contracted a third-party vendor to order and deliver the Estoppel Letter for closing.

Seller(s) has authorized **PRONTO TITLES, LLC** to request the estoppel letter from the HOA through a third-party vendor. Seller(s) selecting this option **will incur** the HOA's service fee (including rush fee, if applicable), and any third-party vendor fee for the estoppel letter.

#### **IF THE FILE CANCELS, SELLER(S) AGREE(S) TO REIMBURSE PRONTO TITLES LLC FOR THE FULLESTOPPEL FEE.**

I HEREBY ACCEPT, HOLD PRONTO TITLES LLC HARMLESS, AND SHALL ASSUME ANY RESPONSIBILITIES SHOULD THE HOA ESTOPPEL LETTER NOT BE DELIEVRED TO THE SETTLEMENT AGENT PRIOR TO THE CONTRACT CLOSING DATE.

Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller Name: \_\_\_\_\_

Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller Name: \_\_\_\_\_



# PRONTO TITLES

## AUTHORIZATION TO RELEASE MORTGAGE PAYOFF INFORMATION

### 1<sup>st</sup> MORTGAGE

Date: \_\_\_\_\_

Loan No.: \_\_\_\_\_ Lender Phone No.: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

I/we, the undersigned borrower(s) on the loan referenced above, hereby grant permission for the release of all mortgage/payoff information to **PRONTO TITLES, LLC** and any of its agents. The requested payoff information is necessary to complete our real estate closing transaction and satisfy said loan.

#### **EQUITY LOAN ACCOUNT (IF APPLICABLE):**

If this is an equity loan, no future advances will be made (or new checks written) with respect to the account and you are requested to “freeze” the account and close same upon receipt of payoff.

Seller/Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller/Borrower Name: \_\_\_\_\_

Seller/Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller/Borrower Name: \_\_\_\_\_

**Please return via fax to 786-706-5004 or e-mail [closing@prontotitles.com](mailto:closing@prontotitles.com)**



## PRONTO TITLES

### AUTHORIZATION TO RELEASE MORTGAGE PAYOFF INFORMATION

#### 2<sup>nd</sup> MORTGAGE / EQUITY LINE OF CREDIT

Date: \_\_\_\_\_

Name of Lender: \_\_\_\_\_

Loan No.: \_\_\_\_\_ Lender Phone No.: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

I/we, the undersigned borrower(s) on the loan referenced above, hereby grant permission for the release of all mortgage/payoff information to **Nu World Title, LLC** and any of its agents. The requested payoff information is necessary to complete our real estate closing transaction and satisfy said loan.

#### **EQUITY LOAN ACCOUNT (IF APPLICABLE):**

If this is an equity loan, no future advances will be made (or new checks written) with respect to the account and you are requested to “freeze” the account and close same upon receipt of payoff.

Seller/Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller/Borrower Name: \_\_\_\_\_

Seller/Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller/Borrower Name: \_\_\_\_\_

**Please return via fax to 786-706-5004 or e-mail [closing@prontotitles.com](mailto:closing@prontotitles.com)**



## PRONTO TITLES

### INSTRUCTIONS FOR DISBURSEMENT OF FUNDS

We are happy to be closing and funding your transaction!! In order to assist us with the funding portion of your transaction please advise on the following:

Name of Seller(s): \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

1. Seller is **Individual or multiple individuals**: If *more than 1 seller*,

Joint Account

Separate Accounts

2. If Seller as an **LLC or Corporation**, proceeds will be disbursed to

LLC / Corporate Account

3. If Seller is a **Trust**, proceeds will be disbursed to:

Trust Account

4. If Seller is an **Estate**, proceeds will be disbursed to:

Estate Restricted Depository Account

Pursuant to Court Order's Instructions

**It is important that this information be provided before closing because some of these options require specific instructions be provided to your Closer which may require Lender and/or Underwriter approval or an additional form to be completed prior to funding.**

Please note, based on our Underwriting instructions as Settlement Agent, sale proceeds will be paid only to the seller of record. Our Underwriting companies do not authorize the payment of sale or loan proceeds to any party other than the seller or borrower, even in instances where we are provided with written direction to do so, unless payments to the third parties appear as line items on the closing statement signed by all parties. The line item must name or identify the third parties as payees and the lender(s) providing financing on the transaction must approve the closing statement in writing. The lender's written approval must be obtained from the lender's designated closing contact (named on the lender's instructions). Real estate agents and loan originators are not authorized by the lender to provide such approvals or authorizations.



## PRONTO TITLES

### CLOSING INSTRUCTIONS, TERMS AND CONDITIONS

I/We hereby appoint **PRONTO TITLES, LLC** ("Agency") to represent me in this transaction, acting as settlement agent, for the purpose of performing a title and name search, issuing an owners Title Insurance Policy and Lender's Title Insurance Policy (if applicable), in connection with the purchase, sale or refinance of the above property.

#### **I AM BEING INFORMED THAT:**

- For financed transactions, Lender information and Lender **Title Requests must be provided in order to start title work.**
- The Lender documents must be in our possession at least **24 hours prior** to the closing date. Please note that otherwise, the closing will be scheduled for the next business day.
- All cash to close funds required from the buyer and/or lender must be wired to the Agency escrow account **before closing.**
- For same day funding, closing must be finalized **before 2PM EST.** After such time file will be funded the next business day.
- For everyone's protection, the Agency will not fund until all the original documents, signed by all parties are in our office, all funds are received, and the Lender authorizes in writing the release of funds (**no exceptions**)
- Due to health safety, all closings will be performed via Mobile Notary, RON or Mail Away.

#### **FEE DUE IRRESPECTIVE OF CLOSING:**

I/We acknowledge that **PRONTO TITLES, LLC** will expend considerable time in providing closing services which may result in incurred costs. These include:

- **Title search** and examination in order to ensure that the title is clear and/or what stipulations are required to clear title.
- **Lien search** to confirm that there are no liens, building violation(s), code enforcement violation(s), water bill and/or water lien(s) attached to the subject property.
- **Land survey** to stipulate the boundaries of the subject property and/or to confirm there are no encroachments which may affect the property value
- **Estoppel letter(s)** for each condominium/homeowner's association ("HOA") to confirm all dues are paid current and that there are no pending HOA special assessment(s).

#### **PLEASE NOTE:**

Pursuant to Fla. Stat. Sec. 626.9541 and Rule 69B-186.010, Fla. Admin. Code, a buyer/borrower or seller MUST reimburse any charges for services due from the buyer/borrower or seller in accordance with the terms of the AS IS Purchase and Sale Contract. These services are ordered from third-party vendors, and the Agency will incur charges on behalf of the buyer(s), borrower(s) or seller(s). These costs are typically paid at closing by the parties pursuant to the terms of the AS IS Purchase and Sale Contract. If the transaction fails to close for any reason whatsoever, I/We understand that the Agency is entitled to collect all costs incurred irrespective of whether the transaction closes.

**I/We hereby authorize the Agency to apply any portion, or all monies received on my behalf by the Agency, including those held in escrow towards the payment of any monies owed to the Agency for third parties in connection with this transaction, for services rendered. I/We hereby acknowledge and authorize for all invoices to be delivered to me via email at the email address provided by me.**

**I HAVE READ, UNDERSTOOD, AND AGREED TO THE ABOVE TERMS AND CONDITIONS**

Seller Signature: \_\_\_\_\_

Seller Name: \_\_\_\_\_

Date: \_\_\_\_\_