



FOR SALE BY OWNER CHECKLIST

Items needed to get started with the processing of your title and closing

- Signed Offer to Purchase and all other Counters and Amendments, plus Condition Report
- A copy of your prior title – this may save you 20% off the new title.
This must be submitted when placing the order
- The completed Buyer / Seller Worksheet – must be completed in full
- A signed General Authorization Agreement form, including the last 4 digits of the SSN
- Lien Waivers for any work done within the last 6 months
- \$100 Deposit which will be credited on your title invoice.
- A copy of any earnest money check
- A copy of the portion of your trust document or operating agreement (if applicable)
(If an LLC, we need a copy of Articles of Organization)

When you have all the documents ready, bring them directly to our Closing Department at the address below, drop them in the mail, or call to arrange for a pickup.

Once we have all your completed paperwork, we can be ready to close in as little as two weeks.