



Congratulations on Listing your Home for Sale!

While your Realtor is working hard to market and sell your home, we know this can be a very hectic time as you prepare for showings, packing and moving to your new home! Many Times, in the process of packing your belongings, we find that some of the items we may need to ask for have already been packed away in a box which only creates more work for you!

Therefore, we'd like to offer the following list of items that we may need to ask you for as we approach the closing on your home:

- 1) Owner's Policy of Title Insurance or Settlement Statement/Closing Disclosure Form from the purchase of your home. (See Reissue Rate Discount for Title Insurance attached)
- 2) Location Survey identifying the boundary lines of your property, where the home and outbuildings sit within the property lines, as well as any fences, easements, etc. that are located on/under your property.
- 3) Mortgage Information
 - a. Loan Number
 - b. Social Security Numbers
 - c. Seller's Written Authorization to obtain payoffs, etc. (if needed)
- 4) Homeowner's or Condo Association Information (if applicable)
- 5) Water and Sewer Service providers (if applicable)

As time allows, please gather these items and keep them in an easily accessible location so they are ready to forward on when it is appropriate for us to request this documentation.

**Should you have any questions or concerns, please do not hesitate
to contact our office at (614) 842-9101.**

**We look forward to working with you through the
Closing of your home!**

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