



# For Sale by Owner

THE PROCESS OF MARKETING,  
BUYING AND SELLING  
OF REAL ESTATE WITHOUT  
THE REPRESENTATION OF A  
REAL ESTATE BROKER.

CLOSING FEES:  
\$400.00

**Selling property in this way is a complex and extensive process that normally warrants some degree of third party help. Prior to the closing day there are several things that need to be addressed to ensure a smooth real estate transaction.**

## How Do I Prepare for a Closing?

### 1 CONTRACT & TITLE WORK

- Provide Title Company with complete contract which should include seller and buyer information, such as names, addresses, social security numbers and phone numbers.
- Provide legal description of property you are selling. If you are selling only a portion of your property, do you need a survey?
- Notify the title company as to what lender you have selected.
- Once the information is compiled a preliminary title commitment is typed up and sent to the Seller, Buyer, Attorney, Lender, or as you instruct. You should review the title commitment and let the title company know of any changes that may need to be made.
- Now you are ready to schedule your closing with the title company.

### 2 SCHEDULE YOUR CLOSING

- Determine who is making the phone call to schedule the closing appointment.
- Expect to take off work for your closing. Allow at least one hour at the office if you are buying AND borrowing money for the transaction. Sellers do not have as many papers to sign.
- Notify all parties of the closing date and time.
- Provide invoices for any fees which will need to be collected on the Settlement Statement.
- Contact your loan officer for a final review of loan terms.

### 3 CLOSING DAY

- Your funds for closing must be certified. Bring a certified or cashier's check or provide a wire (call ahead just prior to closing to get a final figure)
- Bring a form of photo identification, such as a driver's license, state issued identification card or a passport.
- If you are married, bring your spouse. No matter how you took title, no matter whose name is on the loan or title is/was/will be in, if you are married, both of you need to attend closing. If both of you cannot be there, contact your closer as soon as you know so that closing time can be changed and other arrangements can be made.
- Be prepared to sign a number of documents.
- Your closer will summarize every document and explain its purpose.

### 4 RELAX AND CELEBRATE

If you have provided full information and kept yourself informed in the early steps of the closing process, you will find that the closing goes smoothly. So, after your papers are signed and your closer hands you copy of everything, it is time to relax and celebrate.

