**ATTORNEY NON-REPRESENTATION STATEMENT**

TO: Click or tap here to enter text.(the “Buyer”)/(the “Seller”)

FROM: **Your firm name**

RE:Click or tap here to enter text. (the “Property”)

**Your firm name** (“The Firm”) has agreed to act solely as settlement agent in

this transaction, which means that The Firm does not represent any of the parties to the transaction.

As settlement agent, The Firm’s duties are to:

1. Prepare the necessary documents that will consummate the transaction as contemplated by the contract;
2. Ensure that applicable settlement documents are properly executed;
3. Ensure that costs and expenses are allocated between the parties pursuant to the terms of the contract;
4. Arrange for the payment and disbursement of closing proceeds and costs;
5. Arrange for the recording of appropriate documents in the public records;
6. Arrange for the issuance of the title insurance commitment and policy(ies), and
7. Overnight executed lender’s documents to lender.

Our fees and costs payable are as follows:

Settlement Agent Fees: $ Click or tap here to enter text.

Our Settlement Agent Fees include up to two overnight packages and up to three electronic recorded legal documents. Additional overnight packages and electronic recording will be charged at their actual cost.

The Settlement Agent Fee does not include third-party charges and expenses such as: title search fee, municipal lien search fee, recording fees, documentary stamps, intangible taxes, title insurance premiums and other third-party costs and expenses associated with the closing. We expect to advance on your behalf certain of these third-party costs; accordingly, we request payment of a cost deposit in the amount of $\_\_\_\_\_\_\_. This deposit will be credited to you on the final closing statement with any unused amounts to be refunded to you.

Please keep us informed of your progress in obtaining a mortgage loan commitment. Your contract contains several deadlines and time limitations. **You must remain vigilant as to all time limitations.**

By executing below you acknowledge that: (i) you have read and understand all of the documents executed by you on behalf of the Buyer/Seller; (ii) you understand that The Firm does not represent the Buyer/Seller in any aspect of this transaction, and (iii) you have had the opportunity to employ counsel of your choice in connection with this transaction.

Dated: Click or tap to enter a date.

ACKNOWLEDGED:

By: By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed:Click or tap here to enter text. Printed:Click or tap here to enter text.

**ATTORNEY NON-REPRESENTATION STATEMENT**

TO: Click or tap here to enter text.(the “Buyer”)/(the “Seller”)

FROM: **Your firm name**

RE: Click or tap here to enter text.(the “Property”)

**Your firm name** has agreed to act solely as settlement agent in this transaction, which means that The Firm does not represent any of the parties to the transaction.

As settlement agent, The Firm’s duties are to: (i) prepare the necessary legal documents that will consummate the transaction contemplated by the (the “Contract”); (ii) ensure that applicable settlement documents are properly executed; (iii) ensure that costs and expenses are allocated between the parties pursuant to the terms of the Contract; (iv) arrange for the payment and disbursement of closing proceeds and costs; (v) arrange for the recording of appropriate documents in the public records; and (vi) arrange for the issuance of the title insurance commitment and policy(ies).

**Required Federal Reporting.** Federal law, 26 U.S.C. § 6045 requires that the settlement agent in this transaction report required information to the Internal Revenue Service. You are required by law to provide The Firm with your correct taxpayer identification number. If you do not provide The Firm with your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law. **Please enter this information below:**

(insert name of first person) Click or tap here to enter text.Taxpayer identification number:Click or tap here to enter text.

AddressClick or tap here to enter text.

(insert name of second person)Click or tap here to enter text. Taxpayer identification number: Click or tap here to enter text.

Address: Click or tap here to enter text.

Under penalties of perjury, I certify that I am a U.S. person or U.S. resident alien and the number shown on this statement is my correct taxpayer identification number.

Signed (insert name of first person): Click or tap here to enter text.
Signed (insert name of second person): Click or tap here to enter text.

By executing below you acknowledge that: (i) you have read and understand all of the documents executed by you on behalf of the Buyer/Seller; (ii) you understand that The Firm does not represent the Buyer/Seller in any aspect of this transaction, and (iii) you have had the opportunity to employ counsel of your choice in connection with this transaction.

Dated:Click or tap to enter a date.

ACKNOWLEDGED:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[DATE]

**VIA E-MAIL and REGULAR MAIL**

(insert name & address)

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Re: Representation by **Your firm name**

Dear Mr. / Ms.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for selecting **Your firm name** as counsel to represent you. We value the relationships we build with our clients and believe that it will be mutually beneficial to have a clear understanding of our engagement. Accordingly, this letter confirms our representation and your authorization for us to act your behalf. If you have any questions concerning this letter, please call me.

**Scope of the Engagement**. You have requested our representation in Click or tap here to enter text.. You have not requested that we perform any other services or functions or assume any other responsibilities at this time. Should you request that our representation be expanded to include additional matters, we will redefine the scope of our engagement at that time.

**Conflict of Interest Review**. For the purpose of checking whether there exists any conflict of interest with respect to this engagement, we have searched our conflict of interest database under the following:

(insert name of client & any variations)

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

We will assume that the above listing is accurate and complete unless you otherwise advise us. We also request that you notify us promptly if any additional searches are required because of any change in your circumstances. Additionally, both parties (Click or tap here to enter text. and Click or tap here to enter text.) have waived conflict of interest pursuant to the attached separate conflict waiver letters.

**Required Federal Reporting.** Federal law, 26 U.S.C. § 6045 requires that the settlement agent in this transaction report required information to the Internal Revenue Service. You are required by law to provide ( **Your firm name**) with your correct taxpayer identification number. If you do not provide (**Your firm name**) with your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law. **Please enter the information below:**

Click or tap here to enter text.(name of 1st client) Taxpayer identification number:Click or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.(name of 2nd client) Taxpayer identification number:Click or tap here to enter text.

Address: Click or tap here to enter text.

Under penalties of perjury, I certify that I am a U.S. person or U.S. resident alien and the number shown on this statement is my correct taxpayer identification number.

Signed (first client): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signed (second client): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Services and Fees**. Our professional fees for legal services will be determined by the amount of time our attorneys and paralegals spend on this engagement and based on their applicable hourly rates in effect at the time our invoices are rendered. These hourly rates vary depending upon the experience and expertise of the attorney or paralegal providing the service and the type of work being handled. I will be the primary attorney on this matter and my hourly rate is $Click or tap here to enter text.. My colleague(s), Click or tap here to enter text., may assist on matters as needed and his/her hourly rate is $Click or tap here to enter text.. Additionally, fees will be deducted from the advance (discussed below) or will be due within two (2) weeks after the issuance of an invoice in the event no advance remains with us. Also, we may assess a service charge of 1 1/2 % per month on overdue invoices.

**Expenses and Other Charges**. In addition to fees for our professional services, there may be charges for expenses which we incur (e.g., title search and other charges, filing fees, long distance telephone and travel) and for other charges in connection with our engagement (e.g., copying, computerized legal research and faxes). Expenses incurred will be billed at our cost (which in some cases may be estimated). Other charges will be billed at amounts which reflect the value of the service or industry practice. Further detail regarding these expenses and other charges will be furnished upon request.

**Advance.** Consistent with our standard firm policy, as a condition of our undertaking any new engagement, we would like to request a fee advance of $Click or tap here to enter text. to be held in a
non-interest-bearing trust account, as security for payment of our professional fees, expenses, and other charges.

**Acceptance of Engagement**. If this letter is acceptable to you, please sign the enclosed copy and return it to me. Upon our receipt of the signed letter, we will begin our work in this matter.

We are pleased that you selected **Your firm name** to

represent you and look forward to serving you.

Sincerely,

ACCEPTED AND AGREED TO:

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

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

DRAFT ENGAGEMENT LETTER

RE:Click or tap here to enter text. (“Buyer”) purchase of Click or tap here to enter text.(“Property”) fromClick or tap here to enter text. (“Seller”)

Dear:Click or tap here to enter text.

We appreciate your asking **Your firm name**, (the “Firm”) to represent you with the above referenced matter. Please accept this letter as an engagement letter between you and our Firm, (“Engagement Letter” or “Engagement”). This Engagement Letter will include the terms and conditions set forth herein as well as the terms and conditions set forth in the attachment, (“Terms of Engagement”).

This Engagement shall consist of *[enter brief description of the “general” reason for the Engagement. For example:* the Firm representing you in the purchase of the above mentioned Property from the Seller pursuant to the [*already executed or unexecuted*] Contract for Purchase and Sale, (“Contract”).

SCOPE OF REPRESENTATION AND EXCLUDED SERVICES

The following information will outline the services which are included within this Engagement as well as services which are excluded:

SERVICES INCLUDED:

1. Review of the [*already executed or unexecuted*] Contract in an effort to define and protect your rights as the Buyer of the Property as well as your escrow deposit, (“Escrow Proceeds”);
2. We will [*prepare or examine*] the title insurance commitment, code enforcement lien search and permit search as well as the survey (if applicable) and make all necessary title objections in order to ensure that you receive marketable title at closing. After closing we will [*issue or review*] the owner’s title insurance and mortgagee title insurance policy, if applicable.
3. We will *[prepare or examine*] the proposed closing documents, including the Deed, Bill of Sale, Seller’s Affidavits and HUD-1 Settlement Statement to ensure they are in order for your closing.
4. We will [*coordinate or ensure proper coordination of*] the settlement with your mortgage lender (if applicable) and ensure the mortgage documents are in accord with the lender’s loan commitment and good faith estimate (“GFE”) provided to you at the inception of the transaction.
5. We will [*serve as or monitor*] the disbursement of your Escrow Proceeds as well as [*disburse or ensure correct disbursement*] of the closing proceeds to the Seller as well as to third party payees pursuant to the HUD-1 Settlement Statement.

SERVICES NOT INCLUDED:

Please note that the following services are not included in this Engagement. Should you desire additional legal counsel and representation for the following matters (or any other matter not specifically outlined above, we must discuss and confirm these terms in writing under a separate engagement.

1. Review and counseling regarding the Condominium documents and rules and regulations;
2. United States Tax laws and tax implications of ownership and transfer of the Property;
3. Review and advice regarding property taxes and homestead compliance;
4. Estate planning, asset protection and marital law;
5. Should the Seller fail to close or default under the Contract, the legal services required to enforce the Contract are separate and apart from the transactional representation contained herein;

FEE FOR SERVICES:

Our fee for this Engagement will be $Click or tap here to enter text., which we require be paid in advance,

(“Retainer Fee”). Our wire instructions are attached for your convenience; or you may send us a check. Please note, we will not be officially Engaged until such time as the Retainer Fee has cleared our account.

In addition to the Retainer Fee, we will charge a title insurance premium at closing in the amount of the statutory rate of title insurance based on the purchase price set forth in your Contract as well as any charges for mortgagee title policy and endorsements.

REPRESENTATION AFTER CLOSING:

Although it is our policy to continue representation of you until such time as all necessary documents are recorded in the public records and the title insurance policy has been issued in accordance with the title commitment, (the “Completion of Representation”) our Retainer Fee does not include additional work which may be required on your behalf after this timeframe. Any representation after the Completion of Representation will require an additional engagement letter and retainer fee.

REPRESENTATION AGREEMENT FOR PURCHASER OF RESIDENTIAL REAL ESTATE

RE: Click or tap here to enter text.(“Buyer”) purchase of Click or tap here to enter text. (“Property”) from Click or tap here to enter text.(“Seller”)

Thank you for retaining **Your firm name** to represent you in the above referenced residential real estate transaction. Our representation includes the following:

1. Review of the [*already executed or unexecuted*] Contract in an effort to define and protect your rights as the Buyer of the Property as well as your escrow deposit.
2. Preparation [*or examination*] of the title insurance commitment and review of the code enforcement and permit search as well as the survey (if applicable) so as to issue the required title objections to enable you to receive marketable title at closing. After closing, the Firm will [*issue or review*] the owner’s title insurance and mortgagee title insurance policy, if applicable, to confirm that the status of title is in accordance with the contract terms.
3. Preparation [*or examination*] of the proposed closing documents, including the Deed, Bill of Sale, Seller’s Affidavits and Settlement Statement or Closing Disclosure to confirm compliance with the contract terms.
4. Coordination of the settlement with your mortgage lender (if applicable) and review and explanation of the mortgage loan documents to confirm the lender’s compliance with the required loan disclosures provided to you at the inception of the transaction.
5. Specific legal guidance that you may request of a competent residential real estate attorney to guide you through the process of closing on the purchase of the Property.

Our representation does not include the following:

1. Review and counseling regarding any condominium or homeowner’s association documents and the related rules and regulations.
2. Federal tax laws and tax implications of ownership and transfer of the Property.
3. Estate planning, asset protection and marital law.
4. Any mediation, litigation or other legal or enforcement actions arising from any actual or alleged default situation.

The Firm’s fee for this representation is $Click or tap here to enter text., which you agree to pay at the earlier of the closing of the transaction or the termination of the Contract. You also agree to reimburse the Firm for any third party charges incurred on your behalf, such as for the survey, municipal lien and permit searches, title searches and estoppels fees. Our firm, as agent for the title insurance underwriter, will also collect from you at closing the premium for the owner’s title insurance policy as well as any required lender’s title insurance policy and endorsements. The title insurance premiums will be charged at the rate promulgated by the Florida Office of Insurance Regulation. Notwithstanding confidentiality rules imposed by the Florida Bar, you consent to the audit of the Firm’s trust account by the title insurance underwriter.

Please sign below signifying your consent to this representation and consenting to the Firm communicating with you through electronic means (e.g., email). We look forward to representing you in this transaction.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estoppel Request**

**Your firm name & address**

Click or tap to enter a date.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Re: Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

To Whom It May Concern:

Please be advised that the above-referenced unit/parcel owner is planning the sale or refinance of the above-referenced unit/parcel on or about Click or tap to enter a date.. Pursuant to Sec. 718.116(8), 719.108(6), or 720.30851, F.S., as applicable, please complete the attached form regarding the unit/parcel or provide the requested information on a separate form. The estoppel certificate should be delivered no later than (check one):

 [ ]  10 business days [ ]  3 business days from the date of this request to:

**Your firm name & address**

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

**Estoppel Certificate**

**(Secs. 718.116(8), 719.108(6), 720.30851, F.S.)**

Association Name: Click or tap here to enter text.

1. Date of issuance: Click or tap here to enter text.
2. Name(s) of the unit/parcel owner(s) as reflected in the books and records of the association:Click or tap here to enter text.
3. Unit/parcel designation and Address: Click or tap here to enter text.
4. Parking or garage space number, as reflected in the books and records of the association: Click or tap here to enter text.
5. Attorney’s name and contact information if the account is delinquent and has been turned over to an attorney for collection. No fee may be charged for this information: Click or tap here to enter text.
6. Total fee for the preparation and delivery of the estoppel certificate:
	1. Standard estoppel fee: $ Click or tap here to enter text. (not to exceed $299)
	2. Expedited estoppel fee: $ Click or tap here to enter text. (not to exceed $119)
	3. Delinquent account fee: $ Click or tap here to enter text. (not to exceed $179)
	4. Estoppel fee payee: Click or tap here to enter text.
	5. Estoppel fee to be sent to: Click or tap here to enter text.
7. Name of the requestor: Click or tap here to enter text.
8. Assessment information and other information: Click or tap here to enter text.

**ASSESSMENT INFORMATION**

* 1. The regular periodic assessment levied against the unit/parcel is $ Click or tap here to enter text. per Click or tap here to enter text.
	2. The regular periodic assessment is paid through Click or tap here to enter text..
	3. The next installment of the regular periodic assessment is due Click or tap here to enter text. in the amount of $ Click or tap here to enter text..
	4. An itemized list of all assessments, special assessments, and other moneys owed on the date of issuance to the association by the unit/parcel owner for a specific unit/parcel is provided. Click or tap here to enter text.
	5. An itemized list of any additional assessments, special assessments, and other moneys that are scheduled to become due for each day after the date of issuance for the effective period of the estoppel certificate is provided. In calculating the amounts that are scheduled to become due, the association may assume that any delinquent amounts will remain delinquent during the effective period of the estoppel certificate. Click or tap here to enter text.

OTHER INFORMATION:

* 1. Is there a capital contribution fee, resale fee, transfer fee, or other fee due? [ ]  (Yes) [ ]  (No) If yes, specify the type and the amount of fee. Click or tap here to enter text.
	2. Is there any open violation of rule or regulation noticed to the unit/parcel owner in the association official records? [ ]  (Yes) [ ]  (No)
	3. Do the rules and regulations of the association applicable to the unit/parcel require approval by the board of directors of the association for the transfer of the unit/parcel? [ ]  (Yes) [ ]  (No) If yes, has the board approved the transfer of the unit/parcel? [ ]  (Yes) [ ]  (No)
	4. Is there a right of first refusal provided to the members or the association? [ ]  (Yes) [ ]  (No) If yes, have the members or the association exercised that right of first refusal? [ ]  (Yes) [ ]  (No)
	5. Provide a list of, and contact information for, all other associations of which the unit/parcel is a member. Click or tap here to enter text.
	6. Provide contact information for all insurance maintained by the association. Click or tap here to enter text.
	7. Provide the signature of an officer or authorized agent of the association.

Click or tap here to enter text.

(Officer/Authorized Agent)

Print Name: Click or tap here to enter text.

Print Title: Click or tap here to enter text.

**INSTRUCTIONS TO SURVEYOR**

[ ]  **Boundary Survey** [ ]  **ALTA/NSPS Survey**

|  |
| --- |
| **File:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. |
| **Closing date:** Click or tap to enter a date. |
| **Closer:** Click or tap here to enter text. |

Enclosed is the Title Commitment and supporting documents. For an ALTA/NAPS survey, a zoning report is provided for inclusion on field work and map. If any part of information provided is not legible, please notify us immediately so that we may provide a legible copy.

All surveys must show and comply with the following:

1. Comply with Rules 5J-17.051 and 5J-17.052 F.A.C.
2. Legend with all symbols used on the map.
3. A complete legal description of the property. Note any discrepancies between legal description and as used or surveyed. Include the point of beginning if it is contained in the legal description.
4. Perimeter of the property by courses and distances and of all lines described by referenced to the line of another piece of property.
5. Any improvements to the extent constructed and relation of improvements by distances to perimeter of property, established building setback lines and street right-of-way lines.
6. All matters affecting the property, including fences, power lines, telephone lines, pipelines, lakes, streams, private roadways, etc.
7. All paved areas, including drives, walks, private roadways, parking spaces, and such improvements as swimming pools, tennis courts, etc. If applicable, the number of parking spaces must be shown.
8. Location and width of all easements and other matters of record referred to in the title commitment, showing book and page or instrument number of recording. Include a statement that all easements and other matters of record are located pursuant to the specific recorded documents.
9. Encroachments and the extent thereof in feet and inches (if practicable) upon the property.
10. Location and width of all dedicated public streets, travel ways, evidence of travel use or rights-of-way which abut or cross the subject property, including an indication that the road right-of-way abuts the property line, and whether such access is paved to the property line.
11. Nearest adequate source of sewer, water, electric, telephone, and gas service.
12. All easements necessary to bring utilities to the property.
13. Flood zone designation(s) indicating whether the subject property is located inside the special flood hazard areas as shown on the published Flood Hazard Boundary Map (FHBM) or in Flood Insurance Rate Map (FIRM) Zones A, AE, A1-A30, AH, AO, A99, AR, AR/AE, AR/AO, AR/A1-A30, AR/A, V, VE, or V1-V30, to evidence whether the subject property lies in a flood area.
14. Professional liability insurance policy in the amount of $Click or tap here to enter text. with a copy of the declaration page of such insurance policy.
15. The survey should be no more than 90 days old and contain the following certification:

**Surveyor's Certificate**

To: ***Buyer:*** Click or tap here to enter text.

***Your office:***

***Lender:*** Click or tap here to enter text.

***Old Republic National Title Insurance Company***

This is to certify that this map or plat and the survey on which it is based were made in accordance with Florida Standards of Practice as delineated in the Florida Administrative Code 5J-17. The field work was completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Dated this \_\_\_\_day of \_\_\_\_\_\_\_\_\_, 20\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PSM No.

**Or for ALTA/NSPS**

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Table A thereof. The file work was completed on \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 20\_\_

**Additional instructions for ALTA/NSPS surveys:**

1. Comply with ALTA/NSPS 2021 standards.
2. Confirm physical access.
3. Age of monuments and structures if there are gaps or overlays found.
4. Other from ALTA/NSPS

Table A:

[ ]  **1.** [ ]  **2.** [ ]  **3.** [ ]  **4.** [ ]  **5.**

[ ]  **6.(a)** [ ]  **6.(b)** [ ]  **7.(a)** [ ]  **7.(b)(1)** [ ]  **7.(b)(2)**

[ ]  **7.(c)** [ ]  **8.** [ ]  **9.** [ ]  **10.** [ ]  **11.(a)**

[ ]  **11 (b)** [ ]  **12.** [ ]  **13.** [ ]  **14.** [ ]  **15.**

[ ]  **16.** [ ]  **17.** [ ]  **18.** [ ]  **19.**

[ ]  **20.** Click or tap here to enter text.

Any questions or concerns, please contact our office immediately prior to completing field work.

**Payoff Letter**

**Your firm name & address**

Date: Click or tap to enter a date.

Click or tap here to enter text. VIA: Click or tap here to enter text.

Click or tap here to enter text.

**ATTN.:** Click or tap here to enter text.

**Re: Our File No.:** Click or tap here to enter text.

**Mortgagor:** Click or tap here to enter text.

**Address:** Click or tap here to enter text. **Account No.:** Click or tap here to enter text.

Dear Sir or Madam:

Enclosed herewith you will find Choose an item. Click or tap here to enter text. in the amount of **$** Click or tap here to enter text.which constitutes full and complete payment for the above referenced loan. Our office is dedicated to issuing its title insurance policies within 30 days of closing. Please forward the original Satisfaction of Mortgage to our office with our file number as soon as possible to:

**Your firm name & address**

**REFUNDS**: All refunds should be remitted to Click or tap here to enter text. at the following address: Click or tap here to enter text.

**ESCROW**: Lender is authorized to deduct any necessary funds from the escrow account to satisfy the mortgage.

Should you have any questions, please feel free to contact me.

Sincerely,

**Payoff Revolving Line of Credit**

**Your firm name & address**

Date: Click or tap to enter a date.

Click or tap here to enter text. VIA: Click or tap here to enter text.
Click or tap here to enter text.

**ATTN.:** Click or tap here to enter text.

**Re: Our File No.:** Click or tap here to enter text.

 **Mortgagor:** Click or tap here to enter text.

 **Address:** Click or tap here to enter text.

 **Account No.:** Click or tap here to enter text.

Dear Sir or Madam:

Enclosed herewith you will find Choose an item. Click or tap here to enter text. in the amount of **$** Click or tap here to enter text.which constitutes full and complete payment for the above referenced loan. Our office is dedicated to issuing its title insurance policies within 30 days of closing. Please forward the original Satisfaction of Mortgage to our office with our file number as soon as possible to:

**Your firm name & address**

**REFUNDS**: All refunds should be remitted to the Click or tap here to enter text. at the following
address: Click or tap here to enter text.

**EQUITY LOAN ACCOUNT**: The subject loan is being satisfied in full. Accordingly, if this is an equity loan, then no future advances will be made (or new checks written) with respect to this loan account and you are requested to **CLOSE THIS ACCOUNT**. This will confirm that no checks or loan advance requests are pending or outstanding. All transactions with respect to this account have cleared your institution. This will confirm that any and all blank checks have been destroyed. There are no remaining blank checks with respect to this account.

Should you have any questions, please feel free to contact me.

Sincerely,

**Letter to New Owner**

**Your firm name & address**

Click or tap to enter a date.

Name of Owner VIA: Click or tap here to enter text.
**RE: Our file no.:** Click or tap here to enter text.

**Property address:** Click or tap here to enter text.

Dear Click or tap here to enter text.

Enclosed herewith please find **Original recorded Warranty Deed.**

Please note that should you refinance or sell this property in the near or distant future, our involvement with this matter will make future title work quick and efficient. Please be assured that we will be at your disposal and ready to assist you in your future endeavors.

If applicable, please be advised that you will need to apply for homestead exemption by March 1st, of the year following your purchase.

We greatly appreciate the opportunity to have closed this transaction. May you enjoy your property with health and happiness.

Sincerely,

Post-Closing Coordinator

Enclosures