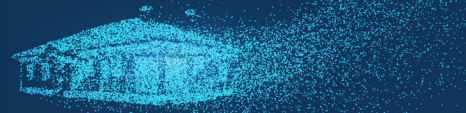


Best HOMES TITLE AGENCY, LLC

Powering your real estate transactions.



Welcome to Best Homes Title Agency, LLC. Welcome to Best Homes Title Agency, LLC. Whether you have decided to sell your home yourself, or are purchasing a home yourself we are here to help you through the closing process. Our staff is trained to answer your questions throughout the transaction. While our goal is to ensure you have a stress free and smooth closing experience we know that issues can arise. Rest assured that we have your best interest in mind. We have the ability and resources to assist you in whatever capacity you may need.

Best Homes Title Agency is a third party who maintains the buyer's deposits, retains and prepares the closing documents and closes the transaction. We work directly with you, your buyer and other real estate professionals you may enlist during the process of selling your home.

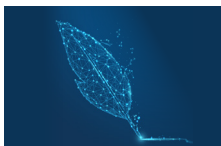
Best Homes Title Agency will provide a Commitment of Title Insurance and provide escrow and closing services. This includes researching title, identifying outstanding liens and encumbrances, restrictions, easements or any other potential issues that could prevent your title from being clear. The price of title insurance is regulated by the filed rates with the State of Michigan and is determined by the amount of the sale price of the property. You can get a title insurance estimate for free on our website using the "get a quote" link on the bottom of the page.

At the closing of the sale, any existing loans and taxes connected to the property are required to be paid off. Sale documents will be executed and appropriately notarized, along with new loan documents if the transaction is financed. All necessary documents will be filed and recorded in the County Register of Deeds office to properly transfer ownership.

****Please note that once a Commitment of Title Insurance has been issued a \$225.00 cancellation fee applies if the transaction does not close with us.*

For Sale by Owner - General Guidelines

The title research process begins when a fully signed contract (purchase agreement) is completed. After you have a purchaser (BUYER) the following steps should be followed:



Purchase Agreement

This legal document needs to be fully executed along with a Seller's Disclosure Statement and Lead-Base Paint Seller's Disclosure Form. Sellers are required by law to provide prospective purchasers a Seller's Disclosure Statement and a Lead-Based Paint Form before signing a purchase agreement.

Best Homes Title Agency recommends if there are any questions regarding the preparation of the Purchase Agreement, please seek legal advice. If you do not have a real estate attorney and are in need of a referral, we highly recommend an attorney from our sister company Schneiderman & Sherman, P.C. They will be happy to assist you by visiting the [Schneiderman & Sherman Website](#).



Financing

Always check with the buyer to see if they are approved for a mortgage. This is very important to find out as soon as possible. If the buyer is not preapproved for a loan they may not qualify for the purchase of your home.

If the buyer is using a mortgage company, Best Homes Title Agency will need specific lender information for insuring their loan. Please obtain the name, email, phone number, and address of the lending institution and loan officer. This information can be included on the For Sale by Owner Order Form.



Setting up Escrow

Best Homes Title Agency can hold the earnest money deposit upon receipt of a signed Escrow Agreement.



Ordering Title Insurance

Complete the For Sale by Owner Title Insurance Order Form and Information Sheet. Provide the full address of the property and a legal description. A legal description can be located on your Warranty Deed or property tax bill.

Additional items to submit when ordering Title Insurance:

- Information as to any existing mortgages or liens on the property together with executed authorization letters granting our office authority to obtain payoff information on your behalf.
- A fully executed Purchase Agreement.
- Prior Title Insurance Policy for the property, if available.
- Information regarding litigation (Divorce, Bankruptcy, Civil suits, etc.), if applicable.
- Property Trust or Probate Estate information, if applicable.
- Prior Land Survey, if available.



Closing

After a Title Commitment is issued, all insurance requirements are met and documents are prepared according to the Purchase Agreement, a closing date will be set. If the buyer obtains financing for the purchase, the closing will be set by the lending institution when they are clear to close and prepared to send the loan package.

- On the day of closing please be sure to bring valid identification.
- After all seller and buyer closing documents are signed, funds will be disbursed along with required original documents.
- An electronic closing package will be delivered via secure email.
- Required documents are recorded with the County Register of Deeds.

