

Home Owner's Association Information



Per the terms of your sales contract, you may be required to provide subdivision information to the purchaser within a certain number of days. Allegiance Title can assist in obtaining this information. Be aware that there is usually a cost associated with obtaining this information.

We will need the following:

Homeowner's Association Name: _____

Management Company Name: _____

Address: _____

Contact person/Contact number: _____

Annual HOA Dues: \$ _____

Cost or Charge for Subdivision information: \$ _____

How long to deliver information from order date: _____ Days

What form of payment does the management company accept to deliver the Subdivision Information:

Personal Check _____ Cashiers Check _____ Credit Card _____

Please contact Allegiance Title should you have any questions or need assistance.



Seller Required Items For Closing



You will need to provide the following items:

- Daytime contact information, email, current mailing address and a forwarding address.
- Your Social Security or Taxpayer ID numbers.
- Your current mortgage contact information and loan number.
- Home Owner's Association contact information .
- Existing survey and the Residential Real Estate Property Affidavit AKA "T-47".
- A current US Government issued picture ID; drivers license, passport.
- Your Marital Status. A copy of a Divorce Decree or Separation Agreement, if applicable.
- A copy of your Family Trust, if applicable.
- A copy of a Probated Will, if applicable.
- Information concerning a bankruptcy, IRS liens, unpaid child support liens, if applicable.
- Current "Home Warranty" information, if any
- If one of the parties will not be at closing, alert our office to prepare a Power of Attorney or prepare for a remote closing.

Please contact Allegiance Title should you have any questions or need assistance.

Listing Appointment Checklist



Marital History since acquisition of property

Marriage? Yes No If yes, spouses name _____ date of marriage _____

Did spouse live in property? Yes No If yes, include on Contract.

Divorce? Yes No If yes, County/State _____ date of divorce _____

Death? Yes No If yes, need copy of Death Certificate

Is there a Will? Yes No If yes, was it probated? Yes No

How is Title held?

Trust, LLC, Corp., etc? Yes No If yes, need copy of Trust Agreement or LLC/Corp. Documents.

Power of Attorney?

Yes No If yes, please provide original _____

Bankruptcy?

Yes No If yes, County/State _____ when _____

Party to any Lawsuit?

Yes No If yes, please provide details _____

Mortgage Info.

Lender's Name _____

Phone Number _____

Loan Number _____

Last four of the SS#'s _____

Delinquent on Payment? Yes No If yes, how far behind? _____

Existing Survey?

Yes No If yes, supply notarized T47 _____ Legible? Yes No

Any Changes? Yes No If yes, describe changes _____

Home Owners Association?

HOA? Yes No If yes, Name of Association? _____

Current? Yes No How often Assessed? Yearly Monthly Quarterly

Minerals?

Retained by Seller Convey to Buyer

Closing will be:

Local or Mail Out to: _____

