

Sellers Checklist

Prior to Closing/Settlement:

1. Obtain a fully executed Purchase/Sales Contract.
2. Contact Beaches Title Services at (904) 493-5700. *Please let us know if there are any unusual circumstances regarding the sale.*
3. Fax or email your Purchase Agreement (Contract of Sale), copy of the previous owner's title insurance policy, and old survey to Beaches Title Services. Our fax Number is: (904) 493-5701 or these can be emailed to jwright@beachestitle.com and rbond@beachestitle.com
4. Provide our office with a statement showing the name, address, account number and social security number of all outstanding Mortgages or Home Equity Loans on the property.
5. If the property is a Condominium, please supply us with the name and address of the management agent to whom you pay your condo fees, along with your account number.
6. If the seller is a corporation, a limited partnership, or limited liability company, please produce a Certificate of Good Standing that is no more than 30 days old. In the case of a Corporation, we also need certified copies of corporate resolutions authorizing the sale of the property.
7. Contact our office immediately if: you will need the Deed pre-signed or if a Power of Attorney will be utilized, or if sale documents will be mailed to you for execution.
8. Provide our office with any unrecorded instruments that potentially affect the title, i.e.: leases.