



Wilkinson Title Agency, Inc.

11595 Kelly Road, Suite 217, Fort Myers, FL 33908 (Physical Address)
P.O. Box 60212, Fort Myers, FL 33906 (Mailing Address)
(239) 454-1600 Phone (239) 454-6828 Fax

WTA@WilkinsonTitleAgency.com

SELLER NEEDS TO SUPPLY PRIOR TO CLOSING

Prior to closing you will need to supply our office with the following information:

* Name on property and marital Status?

* What is your current address? * Will it be the same after closing? If not, What will it be?

Current Address: _____

Address after Closing: _____

* How can we reach you? Home Phone _____ Work Phone _____

Cell Phone _____ Email Address _____

* Will you be here for the closing? Circle one YES or NO

*If you will not be here for closing do we need to Federal Express your papers to you? _____

* If you will not be here for the closing, may we email the documents to you? _____

* Payoff information for any outstanding mortgage(s) you may have, i.e., loan numbers, lender names, address and /or phone numbers. We will also need your social security number(s).

* If your property is a Condominium or has a Homeowners Association: Name of person to contact and phone number so that we may obtain an estopple for our file.

* Condominium Documentation needs to be supplied to the Buyer. If you do not have them, contact your Association, as they can be very expensive to copy. (up to \$1.00 per page if you need them copied from public records)

* We need a copy of your Trust Agreement if you have this property held in Trust.

* Death Certificates if anyone that was in title with you, has passed away. This differs from transaction to transaction; so please make us aware that someone is deceased so that we can assist you in getting all the proper work done and in a timely fashion.

* If you have a Satisfaction of Mortgage, or any documents that you "don't know what to do with" regarding your property, please make us aware of them and we will help you find a home for them.

AT CLOSING, SELLER NEEDS TO SUPPLY THE FOLLOWING:

* **PHOTO IDENTIFICATION** - If we are notarizing documents for you, we need to know who you are. If someone else is notarizing, we will still need photo identification. Please remember to bring a copy of your driver's license to your Notary. Our underwriters require a copy of photo identification to be retained in the file. We can NOT close on your transaction without this! Please remember to bring your driver's license and your tax identification number (social security number usually) to closing.

* **MOBILE HOME TITLES.** You can NOT transfer a mobile home without this. If you are selling a double wide mobile home, there are two (2) titles. They look like the title to your car in Florida.

*Our office can not advise you on any of the above. If you have a legal question please seek the advice of an attorney.

Thank you for allowing Wilkinson Title to handle all of your Florida title needs.