



# Landmark Title of Racine

Ph: 262-632-6262 Fax: 262-632-6243 E-mail: orders@LMT123.com

## For Sale by Owner Form

Ordered By: \_\_\_\_\_ Ph: (home) \_\_\_\_\_ Ph:(cell) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Sales Price \_\_\_\_\_

Owners (Seller) Names: \_\_\_\_\_ Ph: (if different than above) \_\_\_\_\_

Property Address: \_\_\_\_\_

Buyers Names: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyers Mailing Address: \_\_\_\_\_

Buyers Lender: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address of lender: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Do you have a prior title? \_\_\_No Yes\_\_\_ if Yes Fax to 262-632-6243

Contract Closing Date: \_\_\_\_\_

Copies to: (any Attorneys or Realtors please list w/ addresses) *(Seller, buyer, lender automatically receive a copy)*

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

Do you want Landmark Title to provide Closing Statements, Deed, and Transfer Return?

\_\_\_ Yes \* (continue to page 2 we need additional information)

\_\_\_ No (who is preparing these statements for you? \_\_\_\_\_)

(Thank You, we should have all the information we need at this time)

**\*Additional Information Needed For Landmark Title to prepare documents**  
(Closing Statements, Deed, Transfer Return)

\*\*\* Please fax the following to: 262-632-6243

1. COMPLETE copy of your OFFER TO PURCHASE 2. Seller's authorization to release mortgage loan information

Please complete the following information *if it is not already included* in the information you will be faxing:

Type of Transfer: \_\_\_Sale \_\_\_Exchange \_\_\_Gift \_\_\_Deed in Satisfaction of Land Contract

**Property Information:**

Type of Heat: If not natural gas what source? \_\_\_\_\_ Type of Water: \_\_\_Municipal \_\_\_Well

Type of Sanitation: \_\_\_Municipal \_\_\_Private Septic

Property: \_\_\_Single Family \_\_\_\*Multifamily (#of units \_\_\_) \_\_\_Commercial \*\* \_\_\_condominium \_\_\_vacant land

\* *If multi-family, please complete the following:*

**UPPER:**

Vacant: \_\_\_yes \_\_\_no \_\_\_Owner occupied \_\_\_Tenant occupied

Lease terms? \_\_\_\_\_ (month to month? Year? Etc.)

Rent due date: \_\_\_\_\_ Rent amount: \_\_\_\_\_

Security deposit \_\_\_Yes Amount \$ \_\_\_\_\_ \_\_\_No

Tenants Name(s) \_\_\_\_\_

**LOWER:**

vacant: \_\_\_yes \_\_\_no \_\_\_owner occupied \_\_\_tenant occupied

Lease terms? \_\_\_\_\_ (month to month? Year? Etc.)

Rent due date: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

Security deposit \_\_\_yes Amount \$ \_\_\_\_\_ \_\_\_No

Tenant's Name (s) \_\_\_\_\_

\*\* *If condominium or homeowner's association, please complete the following:*

Association Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

**Sellers Information:**

Social Security number(s) or FEIN(s) \_\_\_\_\_

Marital Status: \_\_\_married \_\_\_unmarried Is seller related to the buyer? \_\_\_\_\_

Is this seller's primary residence? \_\_\_yes \_\_\_no

Seller's new address: \_\_\_\_\_

Seller's current loan information

Lender Name

Lender's Phone

Loan Number

\*1. \_\_\_\_\_

\*2. \_\_\_\_\_

\*3. \_\_\_\_\_

\* **Please have seller sign authorization to release mortgage information for each loan listed**

**Buyers Information:**

Social Security number(s) or FEIN(s) \_\_\_\_\_

Marital Status: \_\_\_married \_\_\_unmarried

Will this be buyer's primary residence? \_\_\_yes \_\_\_no

**Earnest Money & Commissions**

\$ \_\_\_\_\_ Earnest Money Who has earnest money? \_\_\_\_\_

Is the earnest money deducted from the proceeds?

\_\_\_\_\_yes (Seller will keep earnest money) \_\_\_\_\_no (earnest money check brought to closing)

Any Realtor or Attorney's fees paid at closing \_\_\_no \_\_\_yes \$ \_\_\_\_\_

**Closing Information:**

Tentative Closing Date: \_\_\_\_\_

THANK YOU FOR YOUR ORDER!