
Tel: (207) 973-1700**Fax: (207) 973-1711**

Dear Seller;

Congratulations on the sale of your property. Please take a moment to complete the attached questionnaire. This information is extremely helpful to us in preparing the closing documents and will eliminate the need for last minute phone calls to pull information together.

If our office is not going to prepare the deed transferring title from you to the buyer(s), please make sure that we know how to contact your attorney. We need to review the deed prior to closing.

Providing information about your outstanding mortgage(s) is **extremely** important. In most cases, we are unable to obtain payoff information without a written request and an account number. This number is unavailable to us from the records in the Registry of Deeds and having it on file will ensure that we can order the payoff once the closing date is confirmed. If you have any private (i.e., non-bank) mortgages, please alert us so that we may see that arrangements are made to have the payoff calculated and an original Discharge available at or prior to closing. To that end, please complete and sign the attached "Authorization to Release Information" form. This will allow Land America/Consumer Title to obtain the necessary documentation and information regarding loans, such as payoff figures.

If you are unable to attend the closing, we need to make arrangements to have the deed signed in advance as well as a Power of Attorney. If you are considering the use of a power of attorney we recommend you visit the "**What You Should Know About Powers of Attorney**" section of our website. If you would kindly notify us, we can take care of these items or we will contact your attorney.

If you are not a resident of Maine, we will automatically deduct the **State of Maine Real Estate Withholding tax** (2 ½% of the sales price) unless an exemption is provided prior to closing. If you need further information about this tax, please feel free to contact our office or your attorney.

Lastly, in accordance with the U. S. Patriot's Act, we will need a current **picture ID**, issued by a government authority, such as a driver's license, for all parties at closing. We are not able to close on the sale of your property without this identification.

If you have any questions or have information, which you want to share with us to facilitate the closing, do not hesitate to contact our office. Thank you for your assistance.

Sincerely,

Consumer Title



82 Columbia Street
Bangor, ME 04401

Tel: (207) 973-1700

Fax: (207) 973-1711

Dear Seller:

Please complete this questionnaire and fax to us at 207-973-1711 as soon as possible. Timely receipt of this information will enable us to prepare the closing package with minimal delays.

LENDER:

1. MORTGAGE INFORMATION- mortgages you are currently paying. (Use back of this form for multiple mortgages.)

Name of Lender _____ FHA? YES _____ NO _____

Address _____

Phone # _____ Account # _____

2. SECOND MORTGAGE INFORMATION

Name of Lender _____

Address _____

Phone # _____ Account # _____

PLEASE NOTE that if any of your mortgages are private (non-bank) mortgages, arrangements will need to be made for a discharge to be executed prior to closing. If any of your mortgages are "Equity Line" type mortgages, arrangements must be made to have the balance frozen prior to closing and no further withdrawals from these accounts can be made.

3. PROPERTY and TAX INFORMATION

Correct Property Address _____ MAP _____ LOT _____

Current Annual Property Tax \$ _____ Paid? YES _____ NO _____

4. Do you want us to prepare your new deed? Yes _____

No _____ Attorney Contact info: _____

AUTHORIZATION TO RELEASE INFORMATION

I, _____, authorize Consumer Title to obtain any and all information necessary regarding the property located at:

Property Address:

Seller(s) Name:

Buyer(s) Name:

_____ Date

_____ Signature

Printed Name:

Social Security Number: