SELLER WELCOME PACKET

Seller information and closing instructions

Thank you for allowing **Community Title, LLC** to assist with your sale. Please complete the enclosed information form and return it promptly. Incomplete information, payoff details, or signing arrangements may delay the closing.

YOUR CLOSING CONTACTS

Virginia McCormac

(352) 331-0817

Virginia@communitytitlefl.com

Lizete Raiford

(352) 331-0817

Lizete@communitytitlefl.com

IDENTIFICATION REQUIRED AT CLOSING

Every seller signing documents must provide **current, unexpired, government-issued photo identification acceptable to the notary and closing agent**. Examples include a state driver license or identification card, U.S. passport, qualifying foreign passport, and other government-issued identification permitted under applicable notarial rules.

Important: Please let your closer know in advance if your name differs from the name on title or on your photo identification, if you are signing for a trust or entity, or if a power of attorney will be used.

PROTECTING YOUR PROCEEDS

Do not include bank account numbers in this form. Call Community Title at (352) 331-0817 to provide your account number and confirm proceeds instructions before disbursement. Call our office directly if you receive any request to change proceeds instructions.

Please return the completed packet to your assigned closing processor.

SELLER INFORMATION

Complete separately for each seller as applicable.

PROPERTY AND TRANSACTION

Property address

Community Title file number (if known)

Contract closing date

SELLER 1

Full legal name exactly as shown on photo ID

Preferred phone number

Email address

U.S. citizen?

☐ Yes ☐ No

Last four digits of SSN or EIN ONLY

Enter only the last four digits. Call your closer if the full SSN/EIN is needed.

ADDITIONAL SELLERS AND MAILING

SELLER 2

Full legal name exactly as shown on photo ID

Preferred phone number

Email address

U.S. citizen?

☐ Yes ☐ No

Last four digits of SSN or EIN ONLY

SELLER MAILING ADDRESSES

Seller 1 current mailing address (street, city, state, ZIP)

Seller 2 current mailing address, if different

Seller 1 post-closing mailing address

Seller 2 post-closing mailing address, if different

Preferred communication method

☐ Email ☐ Phone

☐ Either

For additional sellers or entity ownership, attach a separate page with owner/signing details.

OWNERSHIP AND PROPERTY OCCUPANCY

STATUS AND OCCUPANCY

Relationship / marital status (each seller should clarify as needed)

- ☐ Married to each other
- ☐ Married to another person
- ☐ Unmarried
- ☐ Widowed / divorced

Spouse name(s), if any, including any spouse not on title

Has the property been your primary residence?

- ☐ Yes
- ☐ No

If yes: year you began occupying the property

Actual or anticipated move-out date

Is the property occupied by tenants or subject to any lease?

- ☐ Yes
- ☐ No

If yes: tenant name(s), lease expiration, or other agreements

Will the property be vacant at closing?

- ☐ Yes
- ☐ No

TITLE OR SIGNING CONSIDERATIONS

Have any owners died, divorced, changed names, or transferred interests?

- ☐ Yes
- ☐ No

If yes: describe and identify any supporting documents

PAYOFFS, ASSOCIATIONS AND PROPERTY RECORDS

MORTGAGES, LIENS AND ASSESSMENTS

Any mortgages, HELOCs, judgments, or liens to be paid?

☐ Yes ☐ No

Lender / lienholder name(s)

Full mortgage/HELOC loan number (required for payoff request)

Estimated total payoff and lender customer service phone

Is there an HOA, condominium association or special district?

☐ Yes ☐ No

Association/management company; phone or email

Dues amount, frequency, special assessments, transfer fees

SURVEYS AND TITLE DOCUMENTS

Do you have an original property survey?

☐ Yes ☐ No

Changes since survey (e.g., fence, pool, addition, shed)?

☐ Yes ☐ No

Do you have an existing owner title-insurance policy?

☐ Yes ☐ No

Please provide copies of any available survey and title insurance policy. If the property is part of an association, provide association and management contact information promptly.

CLOSING AND DOCUMENT DELIVERY

TIMING AND DOCUMENT SIGNING

Do you expect or request an earlier closing?

☐ Yes ☐ No

If yes: preferred earlier date

Preferred signing arrangement

☐ Attend Community Title closing ☐ Pre-sign at Community Title

☐ Sign remotely with a notary ☐ Other / ask closer

If documents must be shipped: complete delivery address

If a representative or POA will sign: name and capacity

If using a power of attorney, provide a complete copy for review before closing.

POST-CLOSING COPIES AND SPECIAL MATTERS

Preferred way to receive closing documents

☐ Electronic copy ☐ Paper copy

☐ Both

Do you know of pending code violations, special assessments or open permits?

☐ Yes ☐ No

☐ Unsure

Details or other closing instructions

Documents signed away from the closing office may need notarization and advance return. Notify your closer immediately if you plan to sign outside Florida or outside the United States.

SELLER PROCEEDS AND BANK INFORMATION

DISBURSEMENT ELECTION

☐ Check payable to seller ☐ Wire transfer (fee: $35.00)

A $35.00 wire transfer fee will be deducted from seller proceeds if wire payment is selected.

☐ Divide proceeds among recipients ☐ No division of proceeds

Seller 1 percentage

Seller 2 / other recipient percentage

BANK DETAILS FOR WIRE TRANSFER (IF SELECTED)

Bank name

Bank address (if requested by your bank)

Name(s) on account

ABA / wire routing number

Bank account number

Call Community Title to provide account no. for security: (352) 331-0817

Account type

☐ Checking ☐ Savings

SECURITY & AUTHORIZATION

Call Community Title at (352) 331-0817 to provide your bank account number.
Community Title will verify disbursement instructions before releasing proceeds.
Third-party wires or wires to an account not in a seller's name may require review.

For verification, call Community Title directly at (352) 331-0817.

Seller 1 printed name **Seller 1 signature** **Date**

Seller 2 printed name **Seller 2 signature** **Date**

DOCUMENT CHECKLIST

Community Title, LLC | 175 NW 138th Terrace, Suite 100 | Jonesville, FL 32669
Phone (352) 331-0817 | Fax (352) 331-0818

Please review the checklist below and provide applicable documents before closing.

INFORMATION AND DOCUMENTS TO PROVIDE

Please provide the following, as applicable, to help avoid delays in closing:

- ☐ Current, legible government-issued photo ID for each seller (e.g., driver license).
- ☐ Most recent mortgage/HELOC statement for every outstanding loan, showing the lender name and FULL loan/account number for payoff processing.
- ☐ A complete copy of any power of attorney (POA) proposed for use at closing. Submit the POA in advance for Community Title review and approval.
- ☐ Any available survey and owner's title insurance policy.
- ☐ HOA/condominium contact details, and lease documents if property is rented.

If you do not have an item or need assistance, contact your closing processor.

For bank account numbers, call Community Title at (352) 331-0817.

PURPOSE OF THIS NOTICE

Community Title, LLC ("the Agent") shares your concerns about privacy and we are committed to respecting the privacy of our policyholders and clients. Therefore, in accordance with Federal and State laws and regulations, we are providing you with this notice of how we might use the information about you which we gather in the process of issuing our policy of title insurance.

Title V of the Gramm-Leach-Bliley Act (GLBA) and the laws of the State of Florida generally prohibit us from sharing nonpublic personal information about you with a third party unless we provide you with this notice of our privacy policies and practices, such as the type of information that we collect about you and the categories of persons or entities to whom that information may be disclosed. In compliance with the GLBA and the laws of this State, we are providing you with this document, which notifies you of the privacy policies and practices of Agent.

OUR PRIVACY POLICIES AND PRACTICES

I. Information we collect and sources from which we collect it:

We do not collect any nonpublic personal information about you other than the following:

Information we receive from you, or from your attorney, or other representatives on applications or other forms;

Information about your transactions with us, our affiliates and/or our agents.

In addition, we may collect other nonpublic personal information about you from individuals and companies other than those proposed for coverage.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional information will be collected about you.

II. Information we may disclose to third parties:

In the course of our general business practices, we may disclose that information that we collect (as described above) about you or others without your permission to the following types of institutions for the reasons described:

To a third party such as a surveying, real estate tax research or municipal data firm if the disclosure will enable that party to perform a business, professional or insurance function for us;

To an insurance institution, agent, or credit reporting agency in order to detect or prevent criminal activity, fraud or misrepresentation in connection with an insurance transaction;

To an insurance institution, agent, or credit reporting agency for either this Company or the entity to whom we disclose the information to perform a function in connection with an insurance transaction involving you;

To an insurance regulatory authority, law enforcement, or other governmental authority in order to protect our interests in preventing or prosecuting fraud, or if we believe that you have conducted illegal activities;

The disclosures described above are permitted by law.

WE DO NOT DISCLOSE ANY NONPUBLIC PERSONAL INFORMATION ABOUT YOU WITH AFFILIATES OR NON-AFFILIATED THIRD PARTIES FOR ANY PURPOSE THAT IS NOT SPECIFICALLY PERMITTED BY LAW.

III. Your right to access and amend your personal information:

You have the right to request access to the personal information that we retain or record about you. Your right includes the right to know the source of the information and the identity of the persons, institutions or types of institutions to whom we have disclosed such information within 2 years prior to your request. Your right includes the right to view such information and copy it in person, or request that a copy of it be sent to you by mail (for which we may charge you a reasonable fee to cover our costs). Your right also includes the right to request corrections, amendments or deletions of any information in our possession. The procedures that you must follow to request access to or an amendment of your information are as follows:

To obtain access to your information from the Agent: You should submit your written request including the specified information to the address stated above. To correct, amend, or delete any of your information: You should submit a request in writing to the address referenced, directly above. The request should include your name, address, policy number, the specified information in dispute, and the identity of the document or record that contains the disputed information. Upon receipt of your request, we will contact you within 30 business days to notify you either that we have made the correction, amendment or deletion, or that we refuse to do so and the reasons for the refusal which you will have the opportunity to challenge.

IV. Our practice regarding information confidentiality and security:

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with state and federal regulations to guard your nonpublic personal information.

V. Our policy regarding dispute resolution:

Any controversy or claim arising out of or relating to our privacy policy, or the breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

VI. Reservation of the right to disclose information in unforeseen circumstances:

In connection with the potential sale or transfer of its interests, Agent reserves the right to transfer your information (including but not limited to your address, name, age, sex, zip code, state and county of residency and other information, that you provide through other communications) to a third party entity that (1) concentrates its business in a similar practice or service; (2) agrees to be a successor in interest of Agent with regard to the maintenance and protection of the information collected; and (3) agrees to the obligations of this privacy statement.