

SOUTHERN SUN TITLE COMPANY
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Homosassa, FL 34446
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TITLE ORDER WORKSHEET

Our File # _____

Purchase Price: \$ _____ Closing Date: _____

Property Address: _____

Legal Description: Lot: _____ Block: _____ Alt. Key: _____

Subdivision: _____

Note: Cypress Village properties, please see Page 2 of this worksheet.

Listing Firm: _____ Listing Agent: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Selling Firm: _____ Selling Agent: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Seller(s): _____

Address: _____

Phone: _____ Work: _____

Cell: _____ Fax: _____

Email: _____ Marital Status: _____

Is/are Seller(s) foreign citizens? Yes or No

Do(es) Seller(s) have a PACE loan (see Page 2? Yes or No If yes, identify the product and when it was installed

Social Security #: _____

Attend Closing: _____ Mailaway: _____

Buyer(s): _____

Address: _____

Phone: _____ Work: _____

Cell: _____ Fax: _____

Email: _____ Marital Status: _____

Will this be Buyer(s) primary residence? Yes or No

Attend Closing: _____ Mailaway: _____

Total amount in escrow : \$ _____ Held by: _____

Total Commission: _____ Split-List agent: _____ Sell agent: _____

Lender: _____

Contact Person: _____ Phone: _____

Email: _____ Fax: _____

Home Warranty: Yes or No Paid by: Buyer or Seller How much: _____

Home Warranty Company: _____

Survey: Yes or No

Termite Inspection: Yes or No Termite Company: _____

Termite Inspection Paid: Yes or No Collect at Closing: Yes or No How much: _____

HOA/Property Management:

If your property is located in "Cypress Village" and you have owned for **more than 2 years** we must order an Estoppel Letter from Qualified Property Management. The cost is a minimum of \$380.00. The current breakdown is as follows:

Estoppel Certificate Only	\$250.00
Transfer Fee	\$100.00
Convenience Fee	\$ 5.00
HomeWiseDocs.com	
Access/Archive Fee	\$ <u>25.00</u>
	\$380.00

If you have owned your Cypress Village property for **less than 2 years**, we will require receipts showing that all fees have been paid to date and then we won't have to order an estoppel.

Florida "PACE" (Property Assessed Clean Energy):

PACE programs provide a means of financing energy-efficient improvements to individual real property through assessments against the property, commonly referred to as PACE assessments and may be memorialized in the land records as a Notice of Assessment. The recordation of such a Notice creates a lien that runs with the land, which may be shown in the tax records, and may be collected with the taxes.

If your Seller has a PACE loan, please identify what the proceeds were used for, i.e. solar panels, windows, insulation, water efficiency, etc.