

Information for Your Contract Sale

The sale of your real estate contract **can only** be processed when you follow these requirements. The information you provide on the front and back of this sheet is necessary to process your contract sale.

We will need a copy of the documents listed below:

- Copy of Note
- Copy of Trust Deed, Mortgage or Land Contract
- Escrow instructions from real estate sale in which the "Contract" was created
- Escrow closing statement from real estate sale in which the "Contract" was created
- Title insurance policy which insures the "Contract"
- Fire insurance information on the property which secures the "Contract" (Insurance Company, Policy Number, Agent's Name and Address)
- Loan Payment Record
- Please provide two (2) pictures of subject property
- Copy of street or city map showing property location
- Plans, surveys or other documents in your possession

Your signature is required for us to confirm balances, payment history and to obtain copies from your title or escrow company in the event we need further information.

Thank you.

Seller's Signature

Title / Escrow Company

Policy Number