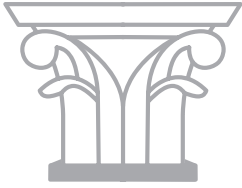


*Welcome to*



**SOUTHERN  
TITLE®**

*Protecting  
Your Investment*

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[www.stitle.com](http://www.stitle.com)





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Dear Home Buyer:

Congratulations on your upcoming home purchase!

Buying a home is such an exciting time. We thank you for allowing us to provide your title insurance and closing services. As we make our way toward closing day, we are committed to providing you with peace of mind throughout the process. You can rest assured that we will be spending time on the details so you can focus on your first day in your new home.

For most of us, the purchase of a home is the single largest investment we will make. That's why we've developed this detailed closing information booklet to answer all of your questions and help simplify the process of buying a home.

Wire fraud continues to impact people buying and selling real estate in Florida. Southern Title takes the threat very seriously and has implemented policies and procedures to protect your wired funds, whether they are escrow deposits or cash to close.

Plus, we successfully completed a comprehensive third party assessment of our company practices regarding the protection of customer's personal information and have been awarded an ALTA Best Practices Pillar 3 Certificate of Completion.

The extensive audit, conducted by Security Compliance Associates, demonstrates the company's commitment to compliance and data security, its adherence to industry Best Practices and applicable Gramm-Leach-Bliley Act (GLBA) and Federal Trade Commission (FTC) requirements. In addition, the certification demonstrates the company's preparation for lender or regulator audits.

Inside you will find information regarding the next steps in the home buying process, including what kind of information we will need from you and why. Also, please review our Blue Ribbon Best Practices, Southern Title's commitment to providing you with a positive experience that complies with all federal, state, and local regulations.

If you have any questions, please feel free to call us at (866) 297-5535 or consult our website at [www.stitle.com](http://www.stitle.com).

***We look forward to working with you!***



## What Is Title Insurance?

### **Your Ownership of Real Estate**

Title Insurance is an insured statement of the condition of your ownership rights to a certain piece of property. An Owner's Policy of Title Insurance describes your property in detail and states what limitations, if any, there are to your ownership.

### **Your Protection Against Hidden Risks**

An Owner's Policy of Title Insurance protects against loss from certain claims on real estate which cannot be discovered by examination of the public records. For example, the title to the home for which you have paid, and to which you have received a deed, could be threatened or lost by such circumstances as a forgery, or error in recorded documents. These hidden risks will be covered in your policy of title insurance, under its terms.

### **How Does a Title Insurance Policy Protect Against These Dangers?**

If a claim is made against your title as covered by your policy, Southern Title's underwriter will protect you by:

- Defending your title, in court if necessary, at our expense, as to covered matters.
- Assuming the cost of settling the claim if it proves valid, in order to protect your title.

### **What Title Insurance Offers You**

Peace of mind. An Owner's Policy of Title Insurance assures you that the property you are purchasing is free of undisclosed liens, confusion in the rights of ownership, and other clouds on the title. It insures you own the property.

### **You Pay Only Once!**

There are no annual payments to keep your Owner's Policy of Title Insurance in force. Unlike other forms of insurance, the original premium is your only cost as long as you own the property. It is a good idea to review your policy to be sure you have sufficient coverage in case of a claim. Please contact our office or your attorney for more information.

Learn more at [www.stitle.com](http://www.stitle.com).



# SOUTHERN TITLE®

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As we begin creating the documents to facilitate your home purchase, our customer service team will call you to gather the following information or you may complete online through Digital Docs.

- **Your full name, and the name of your spouse (if applicable).**
- **Your address, phone number, and email address.**
- **Your Social Security Number.** We understand the importance of securely transmitting this information, and want to assure you that we need this in order to legally transfer title. Please consult our Privacy Policy and Blue Ribbon Best Practices online for information about our legal compliance requirements.
- **A signed Escrow Agreement.** The escrow agreement provides for direction to Southern Title regarding the money we are holding in escrow for the involved parties.
- **Consumer Disclosure Form.** We need your consent in order to communicate with you via email and share specific documents with your REALTORS® and other parties to the transaction.

#### Additional Information:

- In order to protect your identity and comply with regulations governing the protection of your Non-public Personal information (NPI), e-mail communications from Southern Title will be encrypted. You will be guided through a simple process of logging in to a portal to read the first e-mail. Subsequent e-mails will require the same e-mail/password combination. Please let us know if you would prefer to access all documents through Paperless Closer, our secure online transaction management system.
- Earnest money deposits must clear the bank prior to closing; therefore, if your escrow deposit is in the form of a check, Federal Banking regulations require the funds to be “collected,” which may take up to 10 days. If your date of closing is fewer than 10 days from the time we receive your deposit, please consider wiring the funds to us. We can easily provide wiring instructions upon request.
- If you are married, your spouse may be required to sign the closing documents whether or not he or she appears on the contract or deed due to the requirement of joinder on homestead property as stipulated in the Florida Constitution.
- If you are bringing funds to closing, please coordinate a wire transfer at least a day in advance of closing to allow your bank or lending institution sufficient time to process the funds.

# B E F O R E C L O S I N G

- If you plan to use a Power of Attorney or take title in a Trust for your closing, please let us know immediately.
- Your lender/creditor may require additional documentation or inspections (roof, septic, water, etc.) in order to comply with loan underwriting requirements. To expedite the processing of your loan, all lender/creditor-requested documentation should be submitted in a timely fashion to both the lender/creditor and Southern Title.
- If a home warranty product is being provided and shown on the contract, please advise the closing agent of the purchase amount to be collected.
- Your lender/creditor will require proof of homeowner's insurance on your property. The lender's/creditor's full name and address must be shown on the policy. If your closing is scheduled during hurricane season, you may not be able to bind coverage once the storm is named. It is recommended that you pre-pay your homeowner's insurance (and flood insurance, if applicable) as early as possible.
- If you are unable to attend the closing, please let us know so we can make special arrangements to get your documents to you (sometimes known as a mailaway). Your signature on certain affidavits, loan documents and other closing documents may require witnesses and a Notary Public. Please arrange for these in advance to expedite the process.
- Your lender/creditor will require a survey of the property you are purchasing, unless it is a condominium. For your protection, Southern Title recommends working with a surveyor who carries professional liability insurance coverage.



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## GENERAL CLOSING INFORMATION

**IDENTIFICATION:** Florida Statute 117 requires that each person who has his or her signature notarized must present **ONE** of the following types of identification, or **TWO** depending on your lender/creditor:

1. **CURRENT ID** or Driver License issued by a United States Driver License Bureau.
2. **CURRENT** Canadian or Mexican Driver License issued by an Officer of a State or Provincial Agency.
3. U.S. Passport or Foreign Passport IF stamped by the U.S. Immigration and Naturalization Service.
4. U.S. Military ID Card.
5. Inmate ID card issued after January 1, 1992, by the Department of Corrections.
6. A veteran health identification card issued by the United States Department of Veterans Affairs (effective July 1, 2017).
7. Social security card, as a secondary form of ID.

Please note that one of the above will be required for **EACH** person executing closing documents so that his or her signatures can be notarized.

**REQUIRED FUNDS:** Pursuant to the Florida Realtors®/Florida BAR Contract for Sale and Purchase language requiring collected funds at closing (as stipulated in the Florida Administrative Code 69O-186.08) Southern Title Holding Company, LLC will require all cash to close to be tendered in the form of a wire transfer. Our wire transfer instructions will be mailed to you separately and will **NOT** be emailed to you in order to mitigate a security breach and safeguard your accounts and your personal information. If you receive wire instructions via email, please disregard and call your closing officer.

Wire fraud has become quite prevalent in real estate transactions and Southern Title has instituted this process in order to prevent hackers from diverting your funds to the wrong account. Industry Best Practices require our compliance with security standards to protect your privacy, personal information and escrow funds. Please feel free to contact us if you have any questions.

**CONTINGENCIES/REQUIREMENTS:** All contingencies and requirements set forth by the Contract for Sale and Purchase, your Lending Institution, and the Title Insurance Commitment must be satisfied in order for us to proceed to closing.

**SPECIAL INSTRUCTIONS:** We ask that you please notify us immediately of any possible changes in order for us to better serve you and avoid delays to your closing or another scheduled closing. (For example: more than one proceeds check; change in repair bills; charge to a wrong party; name spelled incorrectly; property address incorrect).

**LEGAL QUESTIONS:** This office, by law, is not authorized to provide any opinion on legal matters or interpretation of documents. Any questions of this nature should be referred to your legal counsel.

**HAZARD INSURANCE:** Your lender/creditor will require proof of homeowner's insurance on your property. If your closing is scheduled during hurricane season, you may not be able to bind coverage once the storm is named. It is recommended that you pre-pay your homeowner's insurance (and flood insurance, if applicable) as early as possible. Your insurance agent may not be able to bind coverage if a storm has been identified.

**CANCELLATION:** Please be advised that should this transaction not be consummated, a cancellation fee may be incurred to the designated party pursuant to the Contract for Sale and Purchase.

*We look forward to seeing you at the closing table.*





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Congratulations! The closing papers have been signed and you are now holding the keys to your new home. We strive to deliver an exceptional level of service and are pleased to provide you with information that might help you make a smooth transition to your new home.

- Your real estate agent has provided you with a set of keys. To ensure security, you should immediately change the locks upon moving in.
- If you have not already done so, contact the local service providers to make arrangements for electricity, gas, water, telephone, and cable or satellite services.
- Once recorded in the official county records, the original recorded deed to your home will be mailed directly to you, generally within 4-6 weeks. Please keep it in a safe place, along with your Owner's Policy of Title Insurance.
- At closing, written instructions were provided with details for making your first loan payment. You should receive your loan coupon book or statement before your first payment is due. If you don't receive your book, or if you have questions about your tax and insurance escrows, please contact your lender/creditor.
- At closing, property taxes were prorated between you and the seller based on occupancy time in the home. You may not receive a tax statement for the current year on the home you purchased; however, it is your obligation to make sure taxes are paid when due. Check with your lender/creditor to find out if taxes are included with your payment and if the tax bill will be paid by the lender/creditor from escrowed funds.
- Homestead exemptions are due by March 1 in Florida. This exemption reduces the assessed value of your home for state tax purposes. Please check with your county recorder's office to determine eligibility, filing requirements, and deadlines.

# A F T E R C L O S I N G

- Your local post office can provide the necessary Change of Address forms to expedite the delivery of mail to your new home. You can make the Change of Address process faster and easier by notifying everyone who sends you mail of your new address and the date of your move two weeks before you move. Many bills and statements provide an area for making an address change.
- Florida law requires that you update your address information on your Driver License within ten days of moving. You can update your address online or with a Mail-In Address Change Form.
- If, for any reason, you were not satisfied with the service provided by Southern Title, or you would like to file a title insurance claim, please let us know immediately by calling (866) 297-5535 and requesting our Customer Service Department, email [customerservice@stitle.com](mailto:customerservice@stitle.com), or send a letter to Customer Service Department, Southern Title Holding Company, LLC, 2335 Beville Road, Daytona Beach, FL 32119. You may also access the customer service page on our website at [www.stitle.com](http://www.stitle.com).



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### **Blue Ribbon Best Practices**

- Treat customers, co-workers and business associates with honesty and integrity.
- Uphold a steadfast commitment to excellence in every endeavor.
- Employ committed, trustworthy, and highly capable associates.
- Conduct daily oversight and regular audits of all escrow trust accounts.
- Maintain a robust privacy and information security plan.
- Perform and document a thorough search and examination of public records.
- Always operate with the highest professional standards throughout the transaction.
- Maintain appropriate liability, fidelity, and errors and omissions insurance coverages.
- Ensure easy-to-use customer comment process as well as effective and timely resolution to complaints.
- Provide consistent and timely education to customers and consumers regarding the value of title insurance.
- Regularly audit escrow accounting, closing files, security plan, search processes, policy production, and customer complaint resolution to ensure continued compliance.
- Maintain membership in Florida Land Title Association (FLTA), American Land Title Association (ALTA) and associations with published Codes of Ethics and Best Practices.

*Thank you  
for allowing us  
to serve you.*



**SOUTHERN  
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*Please contact us for assistance with your  
next real estate transaction.*

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**Homes for Heroes**  
*Our way to say Thank You!*

