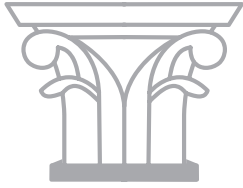


Welcome to



**SOUTHERN
TITLE®**

*Protecting
Your Investment*

www.stitle.com

SALE

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Southern Title Holding Company

2335 Beville Road

Daytona Beach, FL 32119

www.stitle.com





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Dear Home Seller:

Congratulations on your upcoming home sale!

Selling a home is such a rewarding experience. 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.

In order to simplify the process and avoid any potential delays, we've developed this detailed closing information booklet to answer many of your core questions and ensure a smooth and successful transfer of real estate.

If you purchased this home within the past three years and have a copy of your Owner's Title Insurance Policy, you may be eligible for a discounted rate, called a reissue premium. Please let us know if you have your policy as soon as possible.

New regulations implemented by the Consumer Financial Protection Bureau (CFPB) have resulted in changes to the real estate closing process. Southern Title has documented the policies and procedures that are required by the CFPB and comprise the American Land Title Association (ALTA) Best Practices. In addition, we have 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 ALTA Best Practices Pillar 3 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 selling 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.



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 by retaining an attorney to represent your interest in the property 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.



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As we begin creating the documents to facilitate the transfer of title from you to the buyer, 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 current address**, phone number, email and your forwarding 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 complete your transaction. Please consult our Privacy Policy online for information about our legal compliance requirements.
- **FIRPTA Requirements.** If you are not a United States citizen, up to 15% of your sales price may be withheld at the time of closing and sent to the IRS, unless an exemption or reduced rate applies. Please consult your accountant or an attorney if you have questions or feel you may qualify for a reduced rate of withholding.
- **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.
- **Mortgages on the property.** Please provide detailed information including loan number, phone number, payment address, and customer service numbers on all the mortgages on the property. We will need detailed mortgage information on any home equity lines of credit, even if there is a zero balance, in order for us to arrange for a satisfaction of this loan.
- If there are service contracts on equipment or appliances that the purchasers want to assume, please provide us with a copy of the service contract.

Additional Information:

- In order to protect your identity and comply with regulations governing the use 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.
- Any judgments, tax liens, etc., filed against you which attach to the property must be paid from your seller proceeds at closing.
- 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 plan to use a Power of Attorney or the title is in a Trust, please let us know immediately.
- Lower title premiums may be arranged and/or a reissue premium may be applicable for this property. We need a copy of the prior Owner's Policy of Title Insurance in order to issue this premium.
- 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 bank may have restrictions regarding the wiring of funds to your account. Please confirm their wiring regulations and let us know how we can help ensure a smooth wire transmission of your proceeds.
- If your home is part of a PUD (Planned United Development) and you have an HOA (Homeowner's Association), you may be required to pay up front fees to your HOA in order for them to provide us with estoppel information that is required for your closing.
- If your home is part of a Condominium Association, you may be required to obtain a Certificate of Approval from the Condominium Association for the sale of property.
- 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.



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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 FAR/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 is instituting this new 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, the buyer's lending institution and the Title Insurance Commitment must be satisfied in order for us to proceed to closing.

C L O S I N G

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.

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 on the sale of your home. Thank you for putting your trust in Southern Title. It has been our pleasure to serve you and we hope that you will contact us when you are in the market to buy, sell, or refinance real estate in the future.

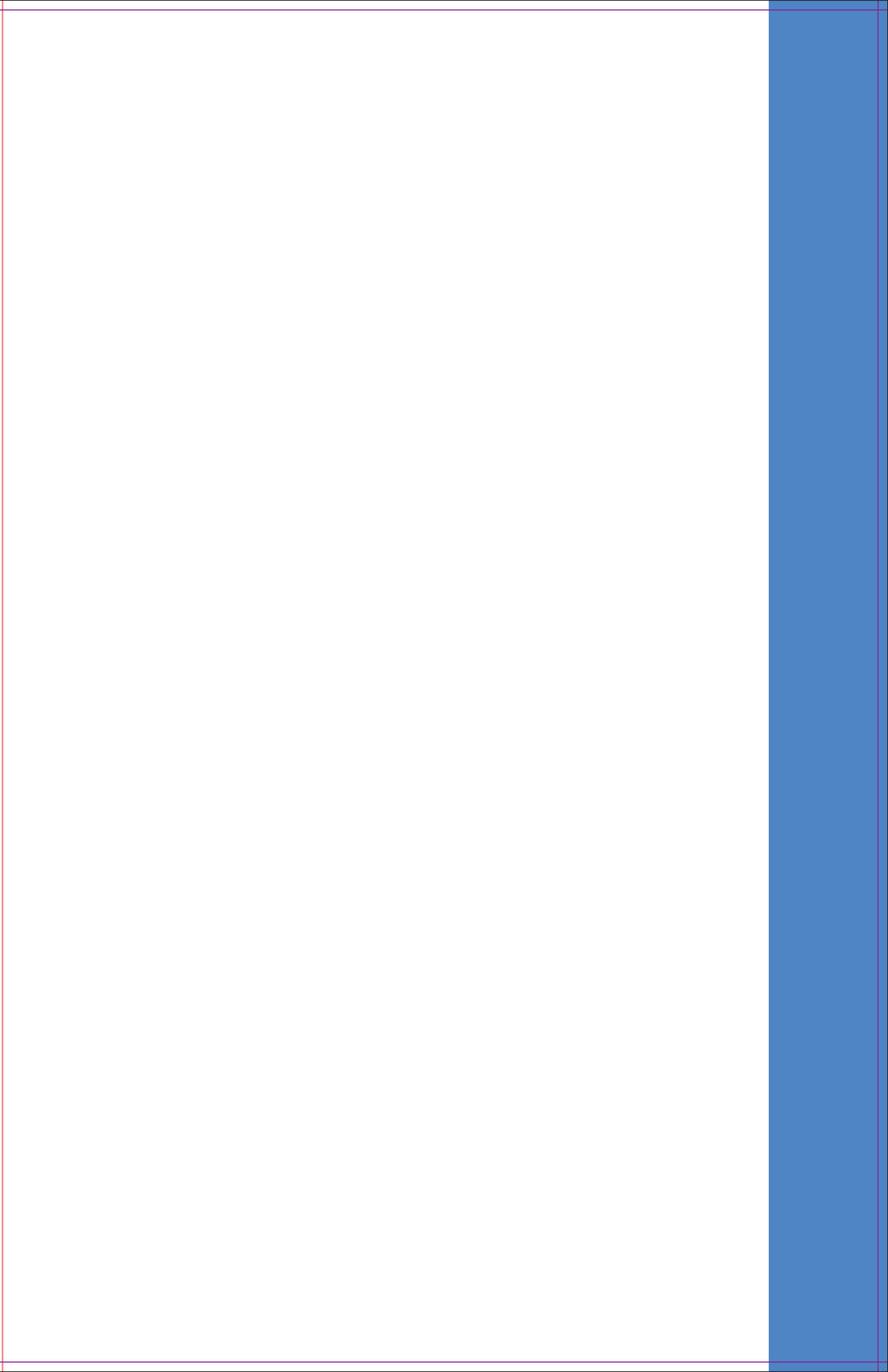
We are pleased to provide you with information that might help you make a smooth transition to your next adventure.

- If you are considering purchasing a new home, please allow us to help you with that real estate closing.
- If you have not already done so, contact your local service providers to be sure all your electricity, gas, water, phone and cable or satellite services are disconnected.
- Your local post office can provide the necessary Change of Address forms to expedite the delivery of mail to your new place of residence. You can make the Change of Address process faster and easier by notifying everyone 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, 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.



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.*



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

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www.stitle.com

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