



PH: 954.368.8688
FAX: 954.368.8698
Closings@FirstTitleOfBroward.com
www.FirstTitleOfBroward.com

SELLING AGENT INFORMATION FORM

Thank you for your recent selection of ***FIRST TITLE OF BROWARD, INC*** to conduct the settlement in connection with this transaction. As settlement agent, we are responsible for the following:

- Arranging for a title search on the property.
- Reviewing and issuing the title insurance binder.
- Maintaining contact with your new lender (if applicable).
- Ordering/reviewing the house location survey (if applicable).
- Scheduling settlement with all parties.
- Conducting the settlement.
- Recording the new deed and deed(s) of trust.
- Collecting and disbursing the proceeds.
- Ordering and issuing the final title insurance policy.

Please Provide The Information Below To Assist Us In Processing This Transaction.

Are we allow to contact your Client? YES [] NO []

Purchaser Name *

First name: _____ Last Name: _____

Social Security Purchaser : _____ EIN Numbers: Seller : _____

Marital Status: Married [] Single [] Divorced [] Widowed []

US CITIZEN: [] YES [] NO

Purchaser Email: _____ Cell No: _____

Phone No. Work: _____ Phone No. Home: _____

Mailing address for Futures use: Property Address _____

Second Purchaser (if applicable)

First name: _____ Last Name: _____

Social Security Purchaser: _____ EIN Numbers: Purchaser: _____



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Marital Status: Purchaser #2 Married [] Single [] Divorced [] Widowed []

US CITIZEN: [] YES [] NO

Purchaser Email: _____ Cell No: _____

Phone No. Work: _____ Phone No. Home: _____

Mailing address for future mailings: _____

New Lender Name: _____

Contacts First Name: _____ Last Name: _____

Phone No. _____ Email: _____

Will this Property be: Primary Resident: [] Investment Property [] Second Home []

If this will NOT be your Homestead, is there a Tenant living on the property?

YES [] NO []

If so, will they be moving out prior to or day of closing or will they be remaining on as Tenant?
[] Moving [] Renewing/ Continuing Lease with new owner(s)

Will Buyer(s) be attending closing, or will this be a mail away? If mail away, where should docs be emailed to?

Buyers Mail away address: _____

Inspection Ordered: YES [] NO [] If Yes, Has it passed YES [] NO []

Earnest Money Deposit (EMD): \$ _____ Who is Holding EMD: _____

Commission Breakdown: Selling % _____ Administrative/Processing Fees: \$ _____

Broker Company Name: _____ Broker ID #: _____

Selling Agent : _____ License #: _____

Phone # _____ E/M: _____

Commission Breakdown: Listing % _____ Administrative/Processing Fees: \$ _____

Broker Company Name: _____ Broker ID #: _____

Listing Agent Name: _____ License #: _____

Phone # _____ E/M: _____

Notes - in case any additional information is required (i.e., 3rd purchaser, buying in a trust, etc.)

