

SELLER

Handbook

Your Step-by-Step Guide to Closing with ITA



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INTRODUCTION

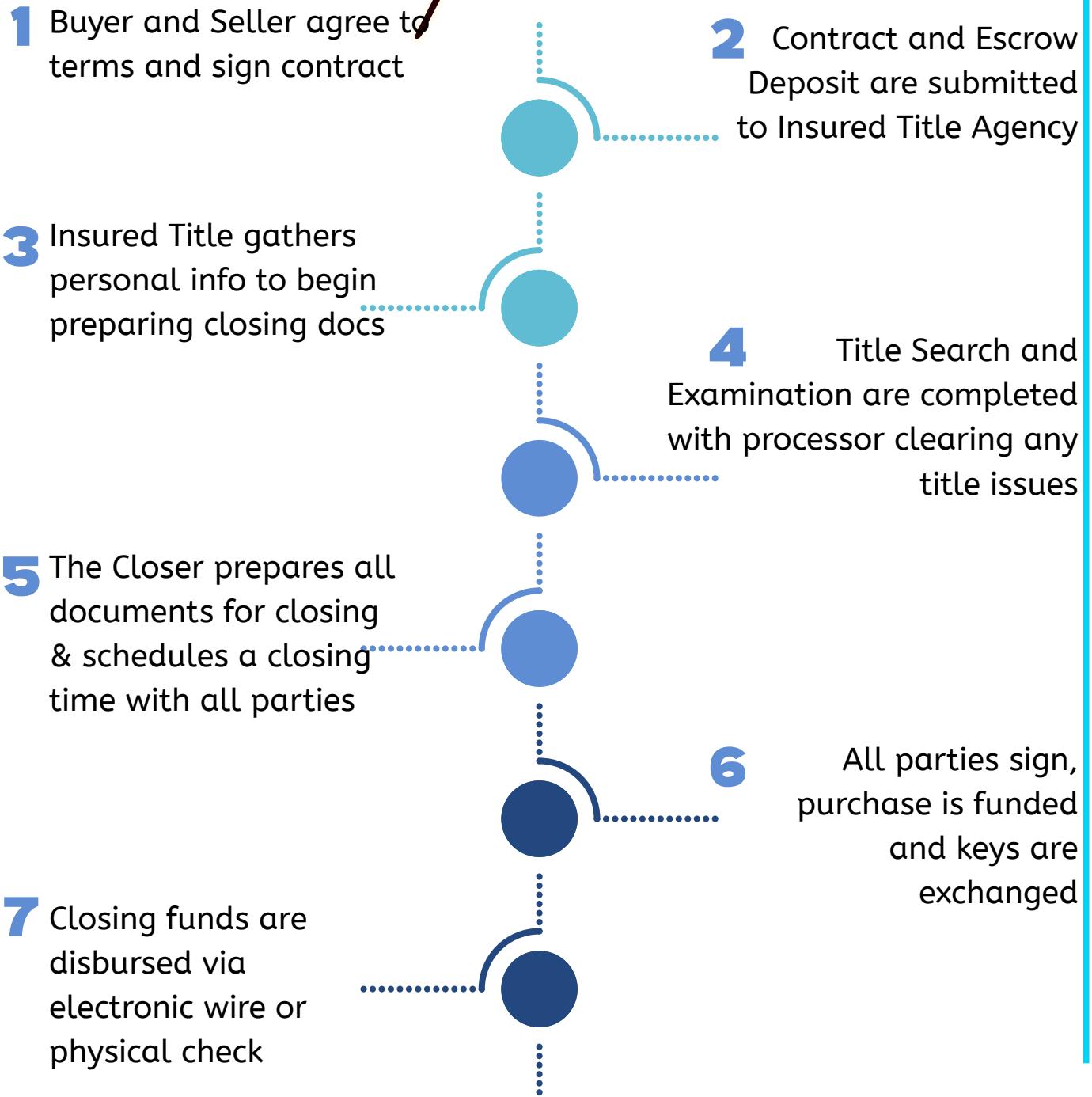


Congratulations on your new contract! We are very excited to be working with you and have prepared the following so you have a guide as we move towards your closing day.



CLOSING

Process



Congratulations! You are closed.



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SELLER CHECKLIST

Legal Name Spellings

(How it appears on the driver's license)

Contact #

Contact Email

Property Status Primary Residence Secondary Residence Investment Property

After Closing Address

Legal Marital Status

Date of Birth

US Citizen Yes

No

Social Security Number

we will call for this

Check One

Office Signing

Mobile Closing

POA

1st Mortgage (Y/N) **Lender**

Account Number

2nd Mortgage (Y/N) **Lender**

Account Number

HOA (Y/N) **Mgmt Co.**

Survey (Y/N)



Title Process FAQS

What is a title?	When you purchase a home, you are really purchasing the title to the property –which is the right to occupy and use the space. That title may be contested based upon past rights and claims asserted by others. These types of claims can cause you to lose money or even worse... lose your home.
What is a title search?	A title search is a detailed examination of the historical records concerning a property. These records include deeds, court records, property and name indexes, and many other documents. The purpose of the search is to verify the seller's right to transfer ownership, and to discover any claims, defects and other rights or burdens on the property.
What kinds of problems can a title search reveal?	A title search can show a number of title defects and liens, as well as other encumbrances and restrictions, which include (but not limited to) unpaid taxes, unsatisfied mortgages, judgments against the seller and restrictions limiting the use of the land.
Are there any problems that a title search cannot reveal?	Yes. There are some “hidden hazards” that even the most diligent title search may never reveal. For instance, the previous owner could have incorrectly stated his or her marital status, resulting in a possible claim by a legal spouse. Other “hidden hazards” include fraud and forgery, defective deeds, mental incompetence, confusion due to similar or identical names, clerical errors in the records and many more. These defects can arise after you've purchased your home and can jeopardize your right to ownership. “Title insurance” protects your right to ownership.
What is title insurance?	Title insurance is your policy of protection against loss if any of these problems – even a “hidden hazard” – results in a claim against your ownership.
How does title insurance protect my investment if a claim should arise?	If a claim is made against your property, title insurance will, in accordance with the terms of your policy, assure you of a legal defense – and pay all court costs and related fees. Also, if the claim proves valid, you will be reimbursed for your actual loss up to the face amount of the policy.
What is a closing?	Closing, which is also known as “settlement” or “escrow” is the event where the title to a property is transferred from seller to buyer. Closing is typically held in an office and involves the completion of all the necessary paperwork to finalize the agreement between buyer and seller. In addition, all financial issues are settled at closing –closing costs – and once the title is successfully transferred, the necessary documents are prepared, signed, and filed with local authorities.

CLOSING

Day

01



Set your closing time with your closing coordinator. Can't come to us? No problem! ITA offers mobile closings. We will have a notary meet you where ever you need.

02



Your title team will coordinate with the buyer and their lender (if applicable) to complete all closing documents, confirm funds and secure a timely closing.

03



All funds are received and verified. Any debits will be taken from the proceeds of the sale.

04

Your closing funds will be wired or check presented/mailed.
Happy Closing!



ALMOST MOVING OUT

Preparing for the Closing

You are on your way to your new chapter.

We're here to help you through the selling process to ensure a smooth closing where you know what's happening every step of the way. Along with your real estate agent, we will answer your questions and get you moving.

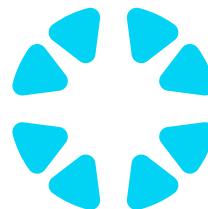


Almost There

Selling your home is a meaningful milestone, and we're honored to support you through this important transition. Our role is to ensure the title and closing process is handled with care, clarity, and efficiency, so you can move forward with confidence. If questions come up at any point, our team is always here as a resource. Thank you for trusting us, and best wishes as you begin your next chapter.

THANK

You



Thank you for taking the time to read our Seller Handbook. We look forward to helping you with a smooth closing.



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