

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 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 that insures the "Contract"
- _____ Fire insurance information on the property that 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.

Your Signature Title / Escrow Company Number