



Home Seller's Guide

We at WFG National Title want to thank you! We understand you have options when it comes to title and escrow, and it's the greatest compliment that you choose us! It's our goal that every client has a superior customer experience with our company because we understand that good customer service isn't enough. We welcome any feedback you have as it is our goal to collaborate with our clients to constantly improve our processes. In the future when you need title and escrow solutions we hope you use WFG National Title.

At WFG we take time and cost out of real estate transactions.

Williston Financial Group and its affiliates are dedicated to taking time and cost out of real estate transactions. By focusing on the client and their processes, WFG will help compress the time required to close a loan and/or transfer real property ownership. By empowering industry professionals with integrated technologies, WFG will provide efficient high quality products and services. By enabling client processes, WFG will Increase closing rates. By minimizing corporate infrastructure, WFG will avoid operating a costly hierarchical organization.



Our products and services have been developed to address four important aspects of the real estate transfer process: information, ownership, asset management and commitment. In each area, we have created the tools and resources needed to ensure the most risk-free and expedient closing possible.

INFORMATION SERVICES

We own and subscribe to leading industry information services for the most current market information, including property profiles, farm reports and mortgage records. We have access to secure Internet-based databases with millions of public real estate records and document. We can prepare and deliver preliminary reports and commitments electronically to multiple locations.

We provide real estate professional with the most current ownership information available through a variety of sources to assist them in selling property and locating the next opportunity. In addition, we provide a variety of real estate insurance products to national lenders ranging from full ALTA policies to limited coverage policies.

TITLE SERVICES

We work to remove any recorded encumbrances which are inconsistent with the term of the transaction. We offer traditional, fully-insured products like ALTA policies, as well as innovative products and insurance policies in the refinance, second mortgage and equity markets. We respond quickly to unique circumstances with flexible and creative approaches to title insurance.



ESCROW SERVICES

We coordinate and process the entire real estate and mortgage closing procedure. Our services include: document gathering, HUD-1 preparation, loan funds disbursement, escrow withholding and document recording with the appropriate government authority; all done in accordance with our clients' instructions. We serve as a neutral third party working to benefit the entire transaction and the parties involved. Our escrow personnel are proficient with complicated escrow instructions.

CUSTOMER SERVICES

We offer the best customer service team in the industry who are available to you Monday to Friday 8:00 AM – 5:00 PM.

We also have web-based tools for our employees and their clients who need to place orders for bundled services. These tools allow the client team to create orders, track status, update information and monitor status around the clock.

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- A photograph of a hand holding a black pen with silver accents, positioned as if about to write on a surface. The hand is on the left side of the page, and the pen is angled towards the bottom right.
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- A large, light gray decorative graphic consisting of several concentric, curved lines that sweep across the middle of the page, creating a sense of motion and depth.
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In the selling process there are several things to consider before and after you accept an offer. Here is an overview of the entire process.

BEFORE THE OFFER IS ACCEPTED

Select a Real Estate Agent

- What is their experience in the industry
- Ask for their track record
- Ask what marketing material they will provide

Determine List Price

- Online estimates of your home's value
- Your home's sales history
- Local listings and open houses

Determine Time Frame

- What is your personal time frame. Two months prior to listing: evaluate your financial situation and budget, tally transaction costs and remaining equity, and collect title, survey, mortgage insurance and other key documents.
- How long has it taken other houses to sell in your neighborhood?

ONCE THE OFFER IS ACCEPTED

Negotiate a Deal

- Once the offer is accepted and conveyed, escrow is opened with WFG Title Insurance Company
- Earnest money is deposited at this time
- Escrow orders a Preliminary Title report and sends copies to the agents and your lender
- Escrow instructions are issued to all parties

Funding

- The lender sends funds to WFG.

Close of Escrow

- The deed is recorded at the County Recorder's office by WFG. You will receive the original back from the county record in about 6 weeks.
- The keys are transferred from the seller to the buyer



How do I open an escrow?

Generally, the Real Estate Agent will open the escrow. As soon as you execute the Real Estate Purchase Agreement, the Agent will place the Buyer's initial deposit, if any, in the escrow account with WFG Title Company.

What information will I have to provide

You may be asked to complete, Seller Information Form(s) and Statement of Identity as part of the necessary paperwork. Because many people have the same name, the Statement of Identity is used to identify the specific person in the transaction through such information as date of birth, social security number, full middle name, etc. This information is kept confidential by WFG Title Company.

What do I need to do before my appointment to sign escrow documents?

All parties signing the documents must bring proper identification. You may be required to bring current driver license, identification card or current passport with you to the title company. These items are needed to verify your identity by a Notary Public; this is a routine, but necessary step for your protection.

When do I sign escrow instructions and where do I do this?

Your Escrow Officer or Real Estate Agent will contact you to make the appointment for you to sign your escrow instructions, Warranty Deed, and final closing papers. At this time the Escrow Officer will also tell you the approximate amount of sales proceeds you will receive at closing.

How long is an escrow?

The length of an escrow is determined by the terms set forth in the Real Estate Purchase Agreement and can range from a few days to several months. The average time frame however, is about 30-45 days.

What is the next step after I/we have signed the closing escrow papers?

After both Buyer and Seller have signed all the necessary instructions and documents, the Escrow Officer will return the Buyer's Loan documents to the Lender for final review. This usually occurs anywhere from 24 hours to a couple of days of executions of said loan documents. After review is completed and the Lender is ready to fund the Buyer's loan, they will notify the Escrow Officer, who in turn, will notify all parties.

What is an "escrow closing"?

An escrow closing is the culmination of the transaction. It signifies legal transfer of the title from the Seller to the Buyer. Generally the Warranty Deed and Deed of Trust are recorded within one working day of the Escrow Holder's receipt of Loan funds and Buyer closing funds. This completes the transaction and signifies the "close of escrow". Once all conditions of the escrow have been satisfied, the Escrow Officer informs you or your Agent of the date escrow will close and takes care of the disbursement of all funds in the escrow at closing.

When and where do I get my final sale proceeds?

The proceeds of your sale are disbursed upon close of escrow, once the Escrow Holder has received conformation from the County Records Office that the Deed and other required documents have recorded and legal transfer has occurred. The proceeds will be delivered as per your instructions to the Escrow Holder and/or Officer at WFG National Title Company.

First Impressions Are Lasting

The front door greets the prospect. Make sure it is fresh and clean. Keep the lawn trimmed, edged and free of refuse.

Decorate For Quick Sale

Faded walls and worn woodwork reduce appeal. Why try to tell the prospect how your home could look when you can show them by redecorating?

Let the Sun Shine In

Open draperies and curtains and let the prospect see how cheerful your home can be.

Fix That Faucet

Dripping water discolors sinks and suggests faulty plumbing.

Repairs Can Make a Big Difference

Loose knobs, sticking doors and windows, warped cabinet drawers and other minor flaws detract from a home's value. Have them fixed.

From Top to Bottom

Display the full value of your attic and other utility space by removing all unnecessary articles.

Safety First

Keep stairways clear. Avoid cluttered appearances and possible injuries.

Make Closets Look Bigger

Neat, well ordered closets show that space is ample.

Bathrooms Help Sell Homes

Check and repair caulking in bathtubs and showers. Make this room sparkle.

Arrange Bedrooms Neatly

Remove excess furniture. Use attractive bedspreads and freshly laundered curtains.

Can You See the Light?

Illumination is like a welcome sign. The potential Buyer will feel a glowing warmth when you turn on all your lights for an evening inspection.

Three's a Crowd

Avoid having too many people present during inspection. The potential Buyer will feel like an intruder and will hurry through the house.

Pets Underfoot?

Keep them out of the way-preferably out of the house.

Silence is Golden

Be courteous but don't force conversation with the potential Buyer. They want to inspect your house-not pay a social call.

Be It Ever So Humble

Never apologize for the appearance of your home. After all, it has been lived in. Let the trained agent answer any objections. This is his/her job.

In the Background

The agent knows the Buyer's requirements and can better emphasize the features of your home when you don't tag along. You will be called if needed.

Why Put the Cart Before the Horse?

Trying to dispose of furniture and furnishings to the potential Buyer before they have purchased the house often loses a sale.

A Word to the Wise

Let your Realtor discuss price, terms, possession, and other factors with the Buyer. He/She is eminently qualified to bring negotiations to a favorable conclusion.

Use Your Agent

Show your home to prospective customers only by appointments through your Agent. Your cooperation will be appreciated and will close the sale more quickly.

When your offer has been accepted and conveyed, escrow is opened. An escrow is an arrangement made under contract between a Buyer and Seller. As the neutral third party, escrow is responsible for receiving and disbursing money and/or documents. Both the buyer and seller expect the escrow agent to carry out their written instructions associated with the transaction and also to advise them if any of their instructions are not being met, or cannot be met. If the instructions from all parties to an escrow are clearly set out, the escrow officer can proceed on behalf of the buyer and seller without further consultation.

TYPICAL ROLES IN THE CLOSING PROCESS

The Seller/Agent

- Delivers Purchase Sale Agreement to the escrow agent
- Prepares the paperwork necessary to close the transaction

The Buyer/Agent

- Deposits funds required to close in with the escrow agent
- Approves the commitment for title insurance, or other items as called for by the Purchase Sale Agreement
- Executes the paperwork and loan documents necessary to close the transaction

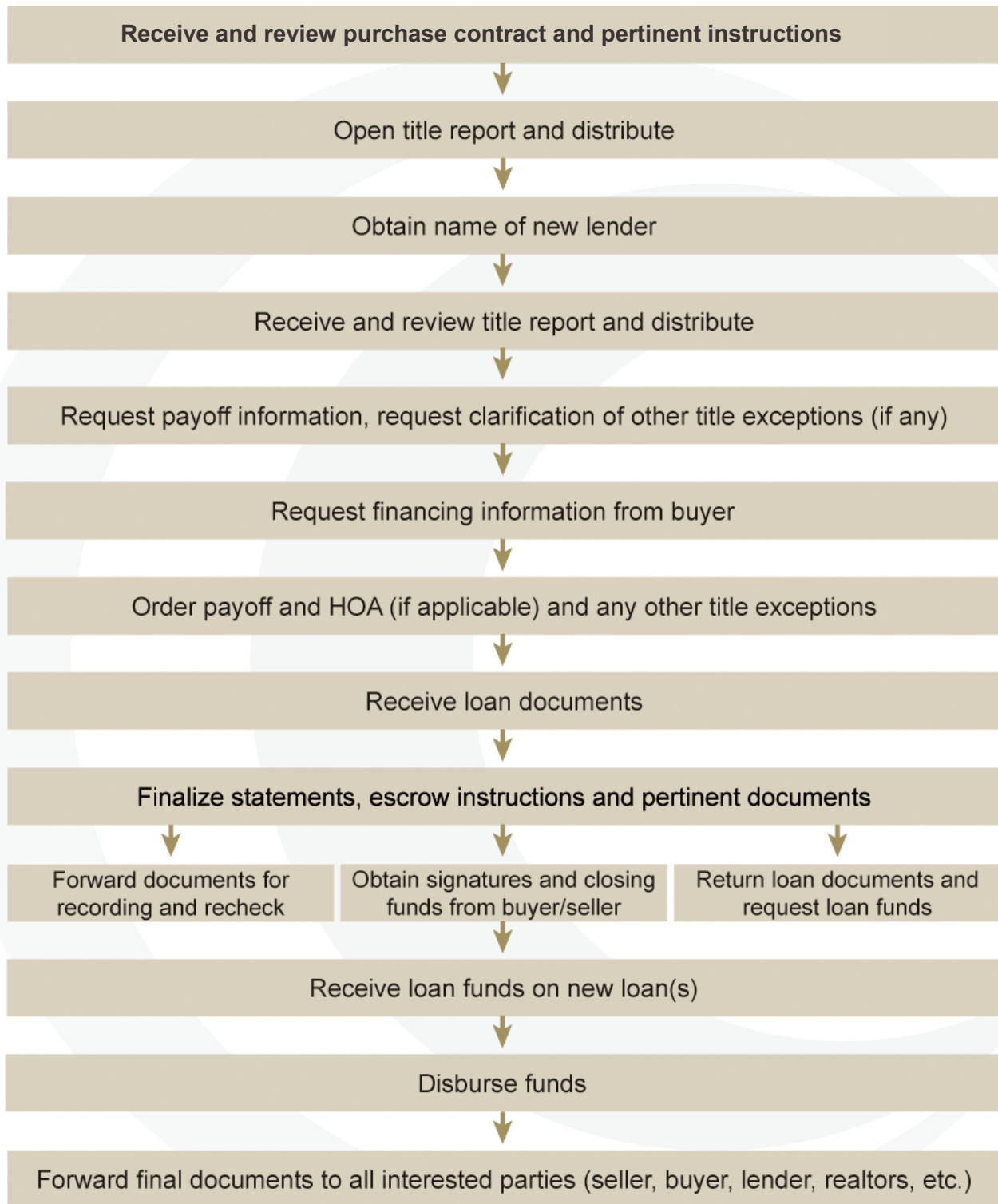
The Lender

- Deposits loan documents to be provided by the buyer
- Deposits the loan funds
- Informs the escrow agent of the conditions under which the loan funds may be used

The Escrow Agent

- Obtains title insurance
- Obtains payoffs and release documents for underlying loans on the property
- Receives funds from the buyer and/or lender.
- Prepares vesting document affidavit on seller's behalf.
- Prorates insurance, taxes, rents, etc.
- Prepares a final statement (often referred to as the "HUD Statement" or "Settlement Statement") for each party, indicating amounts paid in conjunction with the closing of your transaction.
- Forwards deed to the county for recording.
- Once the proper documents have been recorded, the escrow agent will distribute funds to the proper parties.

Escrow is the process that gathers and processes many of the components of a real estate transaction. The sale is officially closed when the new deed is recorded and funds are available to the seller, in turn transferring ownership from the seller to the buyer. The escrow agent is a neutral third party acting on behalf of the buyer and seller under the Escrow Law as set forth by the State of California Department of Real Estate.



Recent legal decisions and new legislation provide that the Seller is responsible for revealing to you the true condition of the property. The concept of selling a property “as is”, with the Buyer assuming all responsibility for determining the property condition, is not acceptable in the present marketplace. The Seller must disclose the known condition of the property to the Buyer. This information should be made available to the buyer as soon as possible.

Charm or Irritant

Having lived in this property, the Seller has become accustomed to the peculiar conditions that may have developed. But for the Buyer peculiarly may be more than a mere inconvenience. It may be an irritant which the Buyer cannot tolerate. It is important for the Seller to review the condition of the property with the real estate agent and take special note of any problems on the Disclosure Statement. The Seller provides the Buyer with a completed “Real Estate Transfer Disclosure Statement”.

All Systems Are Working Properly

A basic assumption in every sales is that the house and systems in the house are functional. For example, the roof will hold out the rain and sun, the hot water heater will provide hot water, and the heater will provide heat. If it is known that any of the systems do not function properly, such facts should be included in the purchase agreement and acknowledged by the Buyer.

“As Is”

An “as is” purchase is perfectly acceptable, as long as the buyer understands exactly what the “as is” condition entails. Thus, it can be said in the purchase agreement that the buyer accept the roof and the plumbing and the electrical system in their present condition and acknowledges that they may have defects. This acknowledgement provides a defense for the seller if it is a later claimed not all problems were disclosed.

Environmental Hazards

It is required that the Seller disclose any knowledge of environmental hazards in the home or area such as asbestos or pollutants. You will be provided with a Real Estate Transfer Disclosure Statement filled out by the seller as to their awareness or knowledge on this subject.

Payoff

The receipt of funds from the buyer and the payment of the obligations of the seller in conjunction with a real estate transaction. The payoff function is performed by the title company.

Payoff Fees

Investors Title fees for handling a payoff vary slightly from county to county. The fee is strictly a processing charge and does not cover special handling charges or potential shortages.

Prefigures

Estimated payoff figures are calculated and given prior to closing upon request. These figures are only valid through the date given and are based on the information provided at the time.

Good Funds

WFG Title must be in receipt of "Good Funds" prior to disbursing on a pay-off.

Types of "Good Funds" include:

1. Funds wired to WFG Title sub-escrow Account
2. A cashier's, tellers or certified check will provide next day availability after deposit.
3. All other local checks will provide availability of funds two (2) days after deposit.
4. Out of area check will provide availability of funds five (5) days after deposit.

Taxes

Outstanding property taxes can be paid out of the payoff process.

Demands

Demands must include specific payoff information concerning the particular property and must be signed. It is the responsibility of the escrow to order and provide all necessary demands including any updates or changes on a timely basis.

Refunds

Any overpayments of demands will be refunded to the escrow upon receipt from the lender. Refunds typically take two to six weeks to process.

Shortages

Investors Title will require from the escrow the necessary funds to cover the outstanding obligations. Any shortages must be received prior to payoff.

Disbursement Checks

Checks are delivered locally to lending institutions by a contracted messenger service. Checks to individuals and to out of area lenders are typically sent via an overnight delivery company.

Wire Transfers

Funds can be wired in to or out of the WFG National Title account.

During the contingency period, your Realtor will order physical inspections as specified in your purchase agreement. The seller has the responsibility to reveal the true condition of the property on a disclosure statement. This may help you determine what kind of property inspections you feel are desired or necessary. Your Realtor will help you arrange for these.

Who Pays?

Your Purchase Agreement will specify who is responsible for the costs of inspections and for making any needed corrections or repairs. The cost is negotiable between the parties and should be considered carefully. Your Realtor will advise you what is customary and prudent.

Structural Pest Control Process

A licensed inspector will examine the property for any active infestation by wood destroying organisms. Most termite reports classify conditions as Section 1 or Section 2. The inspection and the ensuing Section 1 repair work is usually paid for by the seller. Section 2 preventative measures are generally negotiable and not necessarily completed.

Section 1

Section 1 conditions are those currently causing damage to the property. These conditions generally need to be corrected before a lender will make a loan on a home.

Section 2

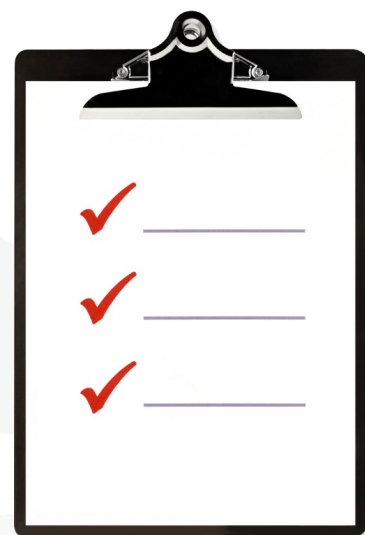
Section 2 conditions are those currently causing damage but which are likely to, if left unattended.

Geological Inspection

A soil engineer will perform an inspection of the soil conditions and the stability of the ground beneath the structure, as well as research past geological activity in the area. Typically, the buyer pays for this inspection. You may also elect to go to the city and research the property and it's proximity to known fault lines.

Home Inspection

This inspection encompasses roof, plumbing, electrical, heating, appliances, water heater, furnace, exterior siding, and other visible features of the property. A detailed report will be written with recommendations, often times the recommendation is to consult a professional. The inspection fee is usually paid by the buyer.



The Seller

- Real Estate Commission
- Document preparation fee for Deed
- Documentary transfer tax (\$1.10 per \$1,000 of sales price)
- Any city Transfer/conveyance Tax (according to contract)
- Payoff of all loans in the seller's name (or existing loan balance if being assumed by Buyer)
- Interest accrued to lender being paid off
- Statement Fees, Reconveyance Fees, and any prepayment Penalties
- Termite Inspection (according to contract)
- Home Warranty (according to contract)
- Any judgments, tax liens, etc. against the Seller
- Tax proration (for any taxes unpaid at time of transfer of title)
- Any unpaid Homeowners Association dues
- Recording charges to clear documents of record against Seller
- Any bonds or assessments (according to contract)
- Any and all delinquent taxes
- Notary Fees
- Escrow Fee (one half)
- Title Insurance Premium of Owner's Policy

The Buyer

- Title Insurance Premium for lender's Policy
- Escrow Fee (one half)
- Document preparation (if applicable)
- Notary fees
- Recording charges for all documents in Buyers name
- Termite Inspection (according to contract)
- Tax proration (from date of acquisition)
- Homeowners transfer fee
- All new loan charges (except those required by lender for Seller to pay)
- Interest on new loan from date of funding to 30 days prior too first payment date
- Assumption/Change of Record fees for takeover of existing loan if applicable
- Inspection Fees (roofing, property inspection, geological)
- Home Warranty (according to contract)
- City Transfer/Conveyance Tax (according to contract)
- Fire Insurance Premium for first year

Personal Property vs Real Property

The distinction between personal property and real property can be the source of difficulties in a real estate transaction. A purchase contract is normally written to include all real property; that is, all aspects of the property that are fastened down or which are an integral part of the structure. For example, this would include light fixtures, drapery rods, attached mirrors, trees and shrubs in the ground. It would not include potted plants, free-standing refrigeration, washer/dryer, microwave, bookcases, lamps, etc.

If there is any uncertainty whether an item is included in the sale or not, it is best to be sure that the particular item is mentioned in the purchase agreement as being included or excluded.

Moving can be very stressful, so what do you do when circumstances or opportunities require that you relocate? How do you get through a move in one piece? You might begin by following these helpful stress relief tips.

Start early

Few feel relaxed under a deadline, but having the benefit of time can help calm the nerves. The time to start planning for your move is as soon as you know you need to move.

Get Organized

The number one method for alleviating emotional stress when moving is to feel like you have control over what's happening. As illusory as that control may be, being organized will help you handle the unexpected.

First, come up with a relocating schedule that will help you break the moving process into phases. Detail exactly which task needs to be accomplished when. Use a checklist to make sure you are taking care of necessary goals by their due dates.

Create a system that works to help you keep track of everything. Whether you make up your own or get help from someone with moving experience, having a model to work from will be your saving grace.

Make it easy

Don't be married to an initial moving plan simply because it was your first. As you do the footwork, you may discover there is an easier way to get the move done, and you should embrace this! Sure, driving your car cross-country might have seemed the only affordable option initially, but a search for reputable auto shippers and a sale on air fares could make all the difference between a stressful move and a more relaxed one.

The same philosophy goes for packing. Rather than take on the entire process yourself, be sure to get quotes for having movers assist you.

Schedule time for stress relief

In the weeks leading up to your move, you may be so focused on getting everything done that you neglect your own health. Coping with a move requires that you stay physically and emotionally fit, so get plenty of sleep, eat well and get some exercise. This would also be a good time to schedule a massage or a spa session. If time allows, try to get a weekend or at least a night away so that you can take your mind off your move for a little while.

Ask for help

Obsessive-compulsive people and the detail-oriented among us often have trouble asking for help. While you are making your thorough preparations, also be sure to contact friends and family on both sides of your move to help you in any way possible. Many hands really do make the work lighter, which can relieve a lot of stress. You'll be glad for the company, too.

Look forward to the end results

Yes, you know moving will be hard and potentially fraught with stresses, but you will survive it. Many others have gone before you and lived to tell about it. Know that there is nothing that can happen that you can't handle and focus on the potential for new growth and adventure in your new home.

Moving is one of the more stressful things we can experience, but there are ways to make it easier. Prepare, get organized and stay flexible. Before you know it, you'll be unpacking your things in your new home and wondering what all that worry was about!

8 WEEKS BEFORE YOU MOVE

- ☐ **Inventory Sheets:** Create an inventory sheet of all which is to be moved
- ☐ **Research Moving Options:** You'll need to decide if yours is a do-it-yourself move or if you'll be using a moving company.
- ☐ **Request Moving Quote:** Solicit moving quotes from as many moving companies and movers as possible. There can be a large difference between rates and services within moving companies.
- ☐ **Discard Unnecessary Items:** Moving is a great time for ridding yourself of unnecessary items. Have a yard sale or donate unnecessary items to charity.
- ☐ **Packing Material:** Gather moving boxes and packing material for your move.
- ☐ **Contact Insurance Companies:** You'll need to contact your insurance agent to cancel/transfer your insurance policy.

4 WEEKS BEFORE YOU MOVE

- ☐ **Start Packing:** Begin packing all things destined for your new location.
- ☐ **Obtain Your Medical Record:** Contact your doctor, physician, dentist and other medical specialists who may currently be retaining any of your family's medical records. Obtain these records or make plans for them to be delivered to your new medical facilities if changing.
- ☐ **Note Food Inventory Levels:** Check your cupboards, refrigerator and freezer to use up as much of your perishable food as possible.
- ☐ **Small Engines:** Service small engines for you move by extracting gas and oil from the machines. This will reduce that chance to catch fire during your move.
- ☐ **Protect Jewelry and Valuables:** Transfer jewelry and valuables to a safety deposit box so they can not be lost or stolen during your move.
- ☐ **Borrowed and Rented Items:** Return items which you may have borrowed or rented. Collect items borrowed to others.



1 WEEK BEFORE YOU MOVE

- ☐ **Your Change of Address:** Change your address with the USPA, DMV, Financial Institutions, Utilities, Government Offices, Health Care Service Providers, Memberships and Subscriptions
- ☐ **Bank Accounts:** Transfer or close bank and financial accounts if changing banks. Make sure to have a money order for paying the moving company..
- ☐ **Service Automobiles:** If automobiles are to be driven long distance, you'll want to have them serviced so you have a trouble-free drive.
- ☐ **Cancel Services:** Notify any remaining service providers (newspapers, lawn services, etc.) of your move.
- ☐ **Travel Items:** Set aside all items you'll need while traveling. Make sure these are not packed on the moving truck.
- ☐ **Contact Utility Companies:** Set utility turnoff date, seek refunds and deposits and notify them of your new address.

MOVING DAY

- ☐ **Plan Your Itinerary:** Make plans to spend the entire day at the house or at least until the movers are on their way. Someone will need to be around to make decisions. Make plans for kids and pets to be at a sitters for the day.
- ☐ **Review the House:** Once the house is empty, check the entire house (closets, attic, basement, etc.) to ensure no items are left or no home issues exist.
- ☐ **Double Check With Your Mover:** Ensure the mover has the new property address and all of your most recent contact information should they have any questions during your move.
- ☐ **Vacate Your Home:** Make sure utilities are off, doors and windows are locked and notify your real estate agent you've left the property.
- ☐ **Questions To Ask:** Where is the garage door opener? Where are the keys to the house, mailbox and other lockable area? Did you retrieve all keys from neighbors and friends?

NOTIFICATION CHECKLIST



UTILITIES

- ☐ Electric
- ☐ NW Natural Gas
- ☐ Water District
- ☐ Sewer District
- ☐ Garbage Provider
- ☐ Cable/Satellite
- ☐ Fuel (Propane)
- ☐ Phone Services
- ☐ Internet

FINANCIAL INSTITUTIONS

- ☐ Banks and Credit Unions
- ☐ Credit Card Companies
(including department store credit cards)
- ☐ Lenders
(Mortgage, Home Equity, Auto, Student Loans)
- ☐ Insurance Companies
(Health, Renters, Auto, Home, Medical, Dental, Disability, Life)
- ☐ Retirement
(Pension plans, 401K, Social Security, Veterans Affairs)
- ☐ Investments
(Investment Agencies and Brokers)
- ☐ Online Bill Payer
- ☐ Paypal

GOVERNMENT OFFICES

- ☐ US Post Office
- ☐ Department of Motor Vehicles
(Obtain your driver's license and change vehicle registration)
- ☐ IRS
- ☐ Passport Office
- ☐ Veteran Affairs
- ☐ Unemployment Office
(If you are currently receiving unemployment benefits)

HEALTH

- ☐ Physician
- ☐ Pharmacies

SERVICES PROVIDERS

- ☐ Childcare
- ☐ Housecleaning Services
- ☐ Delivery Services
- ☐ Lawn Care Services
- ☐ Veterinarian
- ☐ Pool Service

MEMBERSHIPS

- ☐ Health Clubs
- ☐ Membership Clubs (AAA or similar)
- ☐ Community Groups
(PTA, Neighborhood Associations, Civic Clubs)
- ☐ Children's Extracurricular Activities
(Dance Classes, Music Lesson, Sports Clubs)

SUBSCRIPTIONS

- ☐ Newspapers
- ☐ Magazine (USPS will only forward 2 months)
- ☐ Movie Subscriptions (Netflix, Blockbuster, etc)
- ☐ Book or Music Clubs

OTHER

- ☐ Friends and Family
- ☐ Employers
(typically notify the Human Resources Department)

Beds: Disassemble the bed frame. Tie rails and cross-pieces together with packing tape. Be sure to mark on tape to show where pieces fit together for reassembly.

Bicycles, Tricycles, Baby Carriages: Loosen, lower and turn handlebars at right angles to save space. Clean and cover chains and pedals to protect other items from being snagged or soiled.

Books: They're heavy, so use small boxes. Don't mix books with other items. Pack books flat, alternating bindings, and fill empty spaces with packing paper or bubble wrap.

Bureaus, Dressers: Fill drawers with small breakable items and cushion well with loose clothes. Secure drawers with pad or blanket and tape. Do not overload drawers with heavy items.

Chairs: Wrap arms and legs to prevent scratches. Bundle armless chairs in pairs, seat to seat, with a folded blanket or other padding between and tie seats together.

Clothes: Dresses, coats, suits - anything hanging in closets - travel best in reusable boxes, which can be used seasonally as "extra closets" for wardrobe storage. Other clothes can remain folded in their regular dresser drawers.

Curtain Rod Hardware: Put the hardware in a plastic bag and tape to rod or pack in dresser drawers.

Dishes: Individually wrap each piece. Place saucers, plates, and platters on edge. Do not stack flat. Cups and bowls may be placed inside each other and wrapped three or four in a bundle.

Fine Furniture: You may want to wrap your best furniture in bubble wrap, not only to protect it from scratching, but to keep dust and dirt off the upholstery.

Glasses: Wrap each glass separately in packing paper or bubble wrap (remember to wrap first in a plastic bag to save washing later). Pack in sturdy boxes.

Kitchenware: Pots, pans, etc. can be stacked in a box with packing paper between them.

Lamps: After disassembling lamps, pack small bases in dresser drawers surrounded by loose clothing, and large bases in boxes stuffed with packing paper or bubble wrap. Box shades individually in boxes with plenty of packing paper for stuffing. Don't use newspaper because it smudges.



Lawn Mowers: Drain fuel and oil before moving. Remove handle from hand mowers and place blade end in sturdy box. Mark properly.

Mirrors: Small mirrors can be well wrapped in paper and packed in boxes. For a large mirror, make a cardboard case by cutting pieces of corrugated cardboard. Mark glass on the outside to prevent mishandling. Always pack and store on end.

Paint and Flammables: Don't move! The same goes for other flammables such as alcohol, solvents, lighter fluid, ammunition and greasy mops or rags.

Paintings and Prints: Place in mirror boxes, wrap individually in corrugated cardboard, or wrap in cardboard cushioned with thick blankets and tie bundles with cord. Stand on sides.

Radios, TV's: Box upright and make sure items are well padded on all sides. For console-size equipment, surround with furniture pads, and then move and load upright.

Rugs and Pads: After vacuuming rugs and pads, sprinkle with moth flakes. Roll up and tape.

Stereos, Compact Discs, and Cassettes: Separately pack components and pack in well padded box marked fragile. Pack CD's upright in their cases in a sturdy box with tape-reinforced bottom. Tie CDs in small bundles before packing, then fill air space with packing paper. Mark FRAGILE.

Tables: For large tables, remove legs and tie together. Put hardware in small sealed envelope taped to underside of table top. Pad tops. Pad and tie spare table leaves. For smaller tables, pad top and wrap legs to prevent scratching.

Tools and Gardening Equipment: Drain hoses, coil and pack in boxes. Fill remaining spaces with lawn sprinklers, small garden hand tools, etc. Tie rakes, shovels, and other long-handled tools together with tape.

Valuables: Set aside jewelry, important papers and safe deposit box contents to be packed in a small container you can keep with you throughout the move.



Take Your Time When Packing

Stretch out your moving preparation time over several weeks. Avoid panic in the last days. Take steps to ensure that moving day is as relaxed as possible for you and your pets.

Make Travel Arrangements For Your Pets

If your move involves air travel, contact airline carriers one month in advance. Ask about their pet regulations, and make reservations. Choose a nonstop flight to avoid extra handling and climate and air-pressure changes.

Visit Your Pet's Veterinarian Before Moving

A couple weeks before moving, request a copy of veterinary records, a rabies vaccination certificate, and a health certificate. Be sure your pets are up to date with their shots. If your pet is a senior or has health problems, ask whether a mild sedative would be advisable before travel. Can your vet recommend another in your new location? For out-of-state moves, contact the State Department of Animal Husbandry or the state veterinarian about entry regulations—almost all states have entry laws for most animals except tropical fish.

Don't Change - Maintain Your Pet's Routine

Keep your pets' routines, such as feedings and walks, as normal as possible in the week before moving. Because dogs and cats need to feel in control, they might exhibit behavioral changes or even become ill when stressed. Treat them with the same level of attention you would ordinarily give them.

Make A Special Room For Your Pet

A few days before moving, choose a small room to be the "pet room." Tape a sign to the door that says "Pets: Do Not Open." Make the sign large enough that friends or movers can see it easily. Move food and water bowls, as well as toys, into this room. Provide dogs and cats with sturdy carriers equipped with litter box (for cats), chew toys, or favorite objects that have a familiar smell. Leave carrier doors open so pets can adapt to them before travel day. On moving day, keep animals in their carriers. As an alternative, consider boarding dogs and cats, or ask a friend to care take your dogs during the last few days.

Get Tags And Leashes For Your Pets

If you have a dog or an indoor/outdoor cat, buy or create identification tags with your new address and phone number. Be sure your pets are wearing them during travel. While you're at it, pick up a cat leash—you'll need it if you're taking a long road trip or an airplane.

TRAVEL CHECKLIST WHEN MOVING WITH PETS

- ☐ Veterinary records, certificates, and recent photos
- ☐ Medications
- ☐ Beds (pillows, towels, or other crate liners)
- ☐ Plastic bags and scoops for dogs
- ☐ Your pets' usual foods and plenty of water from the home you're leaving (changing their water source can be disorienting and upset their stomachs)
- ☐ Food and water bowls, a can opener, and resealable lids
- ☐ Leashes for cats and dogs
- ☐ Litterbox for cats
- ☐ Cage covers for birds and rodents
- ☐ Paper towels for messes
- ☐ Toys, chew bones, and treats
- ☐ Provisions for the first day at the new home

ACCELERATION CLAUSE: A clause in a Deed of Trust or Note that accelerates or hastens the time when the debt becomes due. For example, most deeds of trust of loans contain a provision that the note shall become due immediately upon the sale or transfer of title of the loan, or upon failure to pay an installment of principal or interest. This is also called a due on sale clause.

ACKNOWLEDGMENT: A formal declaration made before an authorized official (usually a notary public), by the person who has executed (signed) a document, that such execution is his/her own act and deed. In most instances a document must be acknowledged (notarized) before it can be accepted for recording.

ADJUSTABLE RATE MORTGAGE (ARM): A mortgage with an interest rate that changes over time in line with movements in the index. ARMs are also referred to as AMLs (adjustable mortgage loans) or VRMs (variable rate mortgages).

ADJUSTMENT PERIOD: The length of time between interest rate changes on an ARM. For example, a loan with an adjustment period of one year is called a one-year ARM, which means that the interest rate can change once a year.

AFFIDAVIT: A sworn statement in writing, made before an authorized official.

AGENCY: Any relationship in which one party (agent) acts for or represents another (principal) under the authority of the principal. Agency involving real property should be in writing, such as listing, trust, powers or attorney, etc.

A.L.T.A.: Abbreviation for the American Land Title Association

AMORTIZATION: Repayment of a loan in equal installments of principal and interest, rather than interest-only payments.

ANNUAL PERCENTAGE RATE (APR): The total finance charges (interest, loan fees, points) expressed as a percentage of the loan amount.

APPRAISAL: An opinion of value based on factual analysis. Legally, an estimation of value by two disinterested persons of suitable qualifications.

ASSESSMENTS: Specific and special taxes (in addition to normal taxes) imposed on real property to pay for public improvements within a specific geographic area.

ASSUMPTION OF MORTGAGE: A Buyer's agreement to assume the liability under an existing note that is secured by a mortgage or deed of trust. The lender must approve the buyer in order to release the original borrower (usually the seller) from liability.

ATTORNEY-IN-FACT: An agent authorized to act for another under the power of attorney.

BALLOON PAYMENT: A lump sum principal payment due at the end of some mortgages or other long term loans.

BENEFICIARY: As used in trust deed, the Lender is designated as the beneficiary, i.e. obtains the benefit of the security.

BINDER: Sometimes known as an offer to purchase or an earnest money request. A binder is the acknowledgement of a deposit along with a brief written agreement to enter into a contract for the sale of real estate.

BORROWER: One who borrows funds, with the express or implied intention of repaying the loan in full, or giving the equivalent.

CAP: The limit on how much an interest rate or monthly payment can change, either at each adjustment or over the life of the mortgage.

CC&R's: Covenants, Conditions and Restrictions. A document that controls the use, requirements and restrictions of a property.

CERTIFICATE OF REASONABLE VALUE (CRV):

A document that establishes the maximum value and loan amount for a VA guaranteed mortgage.

CLOUD ON TITLE: An invalid encumbrance on real property, which, if valid, would affect the rights of the owner. For example: A sells lot 1, tract 1 to B. The deal is mistakenly drawn to read lot 2, tract 1. A cloud is created on lot 2 by the recording of the erroneous deed. The cloud may be removed by quitclaim deed, or if necessary, by court action.

CONVENTIONAL LOAN: A mortgage loan which is not insured or guaranteed by a governmental agency.

CLOSING STATEMENT: The financial disclosure statement that accounts for all of the funds received and accepted at the closing, including deposits for taxes, hazard insurance and mortgage insurance.

CONDOMINIUM: A form of real estate ownership. The owner receives title to a particular unit and has a proportionate interest in certain common areas. The unit itself is generally a separately owned space whose interior surfaces (walls, floors and ceilings) serve as its boundaries.

CONTINGENCY: A condition that must be satisfied before a contract is binding. For instance, a sales agreement may be contingent upon the buyer obtaining financing.

CONVENTIONAL MORTGAGE: A mortgage or deed of trust not obtained under a government insured program such as FHA or VA.

CONVERSION CLAUSE: A provision in some ARMs that enables you to change the ARM to a fixed-rate loan, usually after the first adjustment period. The new fixed rate is generally set at the prevailing interest rate for fixed rate mortgages. This conversion feature may cost extra.

CONVEYANCE: Transfer of title to land. Includes most instruments by which an interest in real estate is created, mortgaged or assigned.

COOPERATIVE: A form of multiple ownership in which a corporation or business trust entity holds title to a property and grants occupancy rights to shareholders by means of proprietary leases or similar arrangements.

CRB: Certified Residential Broker. To be certified, a broker must be a member of the National Association of Realtors, have five years experience and a licensed broker and have completed five required Residential Division courses.

DEED: Written instrument by which the ownership of land is transferred from one person to another.

DEED OF TRUST: Written instrument by which the ownership of land is transferred to a trustee as security for a debt or other obligation. Also called trust deed. Used in place of mortgage in many states.

DEPOSIT RECEIPT: Used when accepting "Earnest Money" to bind an offer for property by a prospective purchaser, also includes terms of a contract.

DOCUMENTARY TRANSFER TAX: A state tax on the sale of real property, based on the sales price.

DUE-ON-SALE CLAUSE: An acceleration clause that requires full payment of a mortgage or deed of trust when the secured property changes ownership.

EARNEST MONEY: The portion of the down payment delivered to the seller or escrow agent by the purchaser with a written offer as evidence of good faith.

EASEMENT: A right to power of the government to take property for a public purpose upon payment of just compensation.

ENCUMBRANCE: A claim, lien, charge, or liability attached to and binding real property. Any right to, or interest in, land which may exist in one other than the owner, but which will not prevent the transfer of fee title.

ESCHEAT: The reversion of property to the state when an owner dies leaving no legal heirs, devisees or claimants.

FAIR CREDIT REPORTING ACT: A federal law giving one the right to see his/her credit report so that error may be corrected. A lender refusing credit based on a credit report must inform the buyer which company issued the report. The buyer may see the report without charge if refused credit.

ESCROW: A procedure in which a neutral third party acts as a stakeholder for both the buyer and seller, carrying out both parties instructions and assuming responsibility for handling all of the paperwork and distribution of funds.

FHA LOAN (Federal Housing Administration): A federal agency, created by the National Housing Act of 1934, for the purpose of expanding and strengthening home ownership by making private mortgage financing possible on a long-term, low down payment basis. The vehicle is a mortgage insurance program, with premiums paid by the homeowner, to protect lenders against loss on these higher-risk loans. Since 1965, FHA has been part of the newly created Department of Housing and Urban Development (HUD).

FEE SIMPLE: An estate in which the owner has unrestricted power to dispose of the property as he wishes, including leaving by will or inheritance. It is greatest interest a person can have in real estate.

FIANCE CHARGE: The total cost a borrower must pay, directly or indirectly, to obtain credit according to Regulation Z.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): Popularly known as Fannie Mae. A privately owned corporation created by Congress to support the secondary mortgage market. It purchases and sells residential mortgages by FHA or guaranteed by the VA, as well as conventional home mortgage

GRADUTATED PAYMENT MORTGAGE: A residential mortgage with monthly payments that start at a low level and increase at a predetermined rate.

GRANT: A transfer of real property.

GRANTEE: The person whom a grant is made.

GRANTOR: The person who makes the grant.

GRI: Graduated Realtors Institute. A professional designation granted to member of the National Association of Realtors who has successfully completed three courses covering Law, Finance and Principles of Real Estate.

HOME INSPECTION REPORT: A qualified inspector's report on a property's overall condition. The report usually includes an evaluation of both the structure and mechanical systems.

HOME WARRANTY PLAN: Protection against failure of mechanical systems within the property. Usually includes plumbing, electrical, heating systems and installed appliances.

IMPOUND ACCOUNT: Funds retained by a lender to cover such items as taxes and hazard insurance premiums.

INDEX: A measure of interest rate changes used to cover such items as taxes and hazard insurance premiums.

JOINT TENANCY: An equal undivided ownership of property by two or more persons. Upon death of an owner, the survivors take the decedent's interest in the property.

LEASE: An agreement by which an owner of real property gives the right of possession to another for a specific period of time and for specified consideration (rent). Title does not pass.

LEGAL DESCRIPTION: A method of geographically identifying a parcel of land sufficient to identify the property such as a lot and tract number.

LIEN: An encumbrance against property for money, either voluntary or involuntary. All liens are encumbrances but all encumbrances are not liens.

LIS PENDENS: A legal notice recorded to show pending litigation relating to real property and giving notice that anyone acquiring an interest in said property subsequent to the date of the notice may be bound by the outcome of the litigation.

LOAN COMMITMENT: A written promise to make a loan for a specified amount on specified amount on specified terms.

LOAN-TO-VALUE RATIO: The relationship between the amount of the mortgage and the appraised value of the property, expressed as a percentage of the appraised value.

MARGIN: The number of percentage points the lender adds to the index rate to calculate the ARM interest rate at each adjustment.

MARKETABLE TITLE: Title which can be readily marketed (sold) to a reasonably prudent purchaser aware of the facts and their legal meaning concerning lien and encumbrances.

MECHANICS LIEN: A lien created by statute for the purpose of securing priority of payment for the price or value of work performed and materials furnished in construction or repair of improvements to land and which attaches to the land as well as the improvements.

MORTGAGE BANKER: A company or individual engaged in the business of originating mortgage loans with its own funds, selling those loans to long-term investors and servicing the loans for the investor until they are paid in full.

MORTGAGE INSURANCE: Insurance written by an independent mortgage insurance company protecting the mortgage lender against loss incurred by a mortgage default, thus enabling the lender to lend a higher percentage of the sale price. The Federal government writes this form of insurance through the FHA and VA.

MORTGAGE LIFE INSURANCE: A type of term life insurance often bought by mortgagors. The coverage decreases as the mortgage balance declines. If the borrower dies while the policy is in force, the debt is automatically covered by insurance proceeds.

NEGATIVE AMORTIZATION: This occurs when monthly payments fail to cover the interest cost. The interest that isn't covered is added to the unpaid balance, which means that even after several payments you could owe more than you did at the beginning of the loan. Negative Amortization can occur when an ARM has a payment cap that results in monthly payments that aren't high enough to cover the interest.

NOTE: A unilateral agreement containing an express and absolute promise of the signer to pay to a named person, order, or bearer, a defined sum of money at a specified date or on demand. Usually provides for interest and, concerning real property, is secured by a mortgage or trust deed.

NOTICE OF DEFAULT: A notice filed to show that the borrower under a mortgage or deed of trust is in default (behind on the payments).

ORGINATION FEE: A fee or charge for work involved in evaluating, preparing and submitting a proposed mortgage loan. The fee is limited to 1 percent for FHA and VA loans.

PERSONAL PROPERTY: Moveable property: all property which is not real property. Property consisting of chattels as contrast as to real estate; e.g. furniture, car, clothing.

PIGGYBACK LOAN: A loan made jointly by two or more lenders on the same property under one mortgage or trust deed.

PITI: Principal, Interest, Taxes and Insurance.

PLANNED UNIT DEVELOPMENT (PUD): A zoning designation for property developed at the same or slightly greater overall density than conventional development, sometimes with improvements clustered between open, common areas. Uses may be residential, commercial or industrial.

POINT: An amount equal to 1 percent of the principal amount of the investment or note. The lender assesses loan discount points at closing to increase the yield on the mortgage to a position competitive with other types of investments.

POWER OF ATTORNEY: An authority by which one person (principle) enables another (attorney-in-fact) to act for him/her. (1) General power – authorizes sale, mortgaging, etc., of all property of the principle. This is invalid in some jurisdictions. (2) Special power specifies property, buyers, price and terms. How specific it must be varies in each state.

PRELIMINARY TITLE REPORT: A report showing the condition of title before a sale or loan transaction. After completion of the transaction, a title insurance policy is issued.

PRE-PAYMENT PENALTY: A fee charged to a mortgagor who pays a loan before it is due. This is not allowed with FHA or VA loans.

PRIVATE MORTGAGE INSURANCE (PMI): Insurance written by a private company protecting the lender against loss if the borrower defaults on the mortgage.

PROMISSORY NOTE: A promise in writing, and executed by the maker, to pay a specified amount during a limited time, or on demand, or at sight, to a named person, or on order, or to bearer.

PRORATION: To divide (prorate) property taxes, insurance premiums, rental income, etc., between buyer and seller proportionally to time of use, or the date of closing.

PURCHASE AGREEMENT: A written document in which the purchaser agrees to buy certain real estate and seller agrees to sell under stated terms and conditions. Also, called a sales contract, earnest money contract or agreement for sale.

QUITCLAIM DEED: A deed operating as a release: intended to pass any title, interest, or claim which the grantor may have in the property, but not containing any warranty of a valid interest or title in the grantor.

REAL PROPERTY: Land and buildings as opposed to personal property or chattels.

REALTOR: A real estate broker or associate active in a local real estate board affiliated with the National Association of Realtors.

RECONVEYANCE: An instrument used to transfer title from a trustee to the equitable owner of real estate, when title is held as collateral security for a debt. Most commonly used upon payment in full of a trust deed. Also, called a deed of reconveyance or release.

RECORDATION: Filing for record in the office of the county.

REGULATION Z: The set of rules governing consumer lending issued by the Federal Reserve Board of Governors in accordance with the Consumer Protection Act.

RIGHT OF SURVIVORSHIP: The right of a survivor of a deceased person to the property of said deceased. A distinguishing characteristic of a joint tenancy relationship.

STATEMENT OF IDENTITY: Also called Statement of Information, a confidential form filled out by the buyer and seller to help a title company determine if any liens are recorded against either. Very helpful when people with common names are involved. Property of the one owing taxes.

TAX LIEN: (1) A lien for nonpayment of property taxes. Attaches only to the property upon which the taxes are unpaid. (2) A federal income tax lien. May attach to all property of the one owing taxes.

TENANCY IN COMMON: A type of joint ownership of property by two or more persons with no right of survivorship.

TITLE: Evidence of a person's right or the extent of his interest in property.

TITLE INSURANCE POLICY: A policy that protects the purchaser, mortgagee or other party against losses.

TRANSFER TAX: State tax on the transfer of real property. Based on purchase price or money exchanging hands. Also called documentary transfer tax.

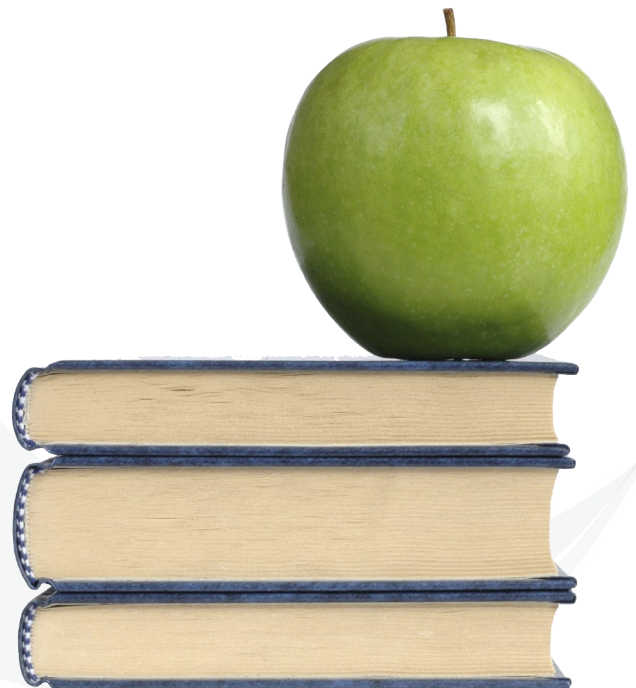
TRUSTEE: (1) One who is appointed, or required by law, to execute trust. (2) One who holds title to real property under the terms of a deed of trust.

TRUSTOR: The borrower under deed of trust. One who deeds his/her property to a trustee as security for the repayment of a loan.

VA LOAN: A loan that is partially guaranteed by the Veterans Administration and made by a private lender.

VETERANS ADMINISTRATION (VA): An independent agency of the federal government created by the service men's readjustment act of 1944 to administer a variety of benefit programs designated to facilitate the adjustment of returning veterans to civilian life. Among the benefit programs is the home loan guaranty program designated to encourage mortgage lenders to offer a long-term low down payment financing to eligible veterans by guaranteeing the lender against loss on these higher-risk loans.

WRAP-AROUND MORTGAGE: A second or junior mortgage with a face value of both the amount it secures and the balance due under the first mortgage. The mortgage under the wrap-around collects a payment based on its face value, then pays the first .





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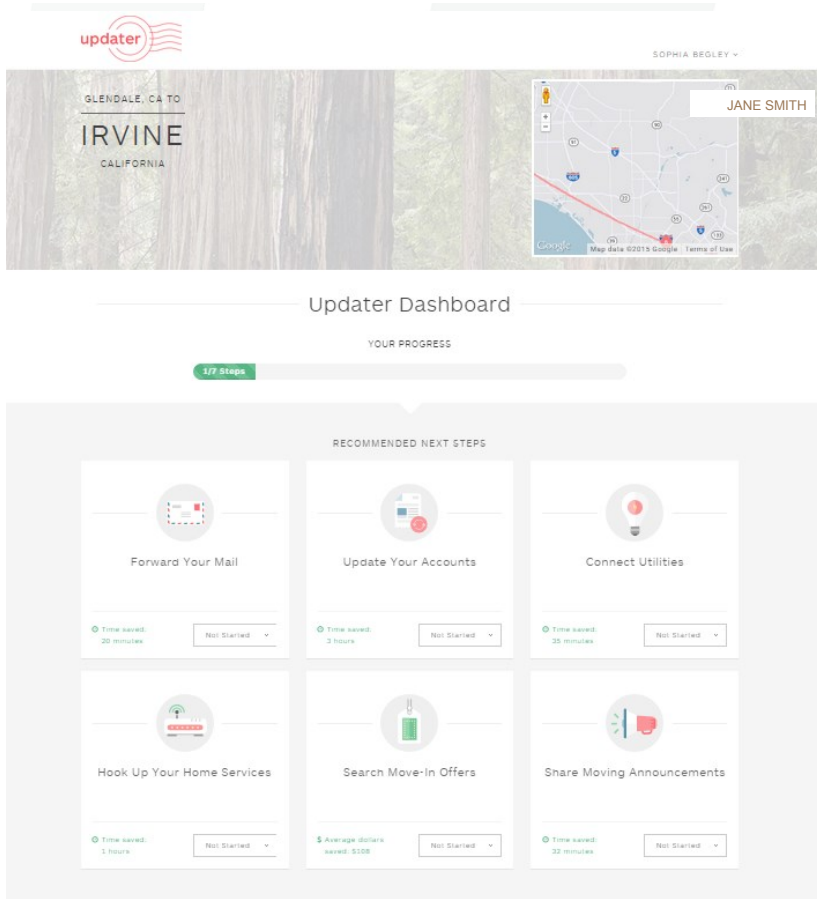
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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. In the center of the page, there is a large, faint, light gray circular watermark. The watermark appears to be a stylized logo or emblem, though its details are too faded to discern clearly. The overall appearance is that of a clean, unused piece of stationery.

