



TNT
TEXAS NATIONAL TITLE
A MOTHER LODE COMPANY

Home **SELLER'S**
HANDBOOK

www.TexasNationalTitle.com



About TNT

TNT is a wholly owned subsidiary of Mother Load Holding Company, committed to bringing the best service to the Texas Title industry. We specialize in providing residential, commercial, and builder/developer title and escrow services. Our teams are committed to building partnerships with our communities and clientele, handling each transaction with precise care. Compassion, integrity and accountability are the foundation of our company. We stand behind our services. With superior customer service, we will work tirelessly with our customers to help them grow their business.

Our Escrow Teams

Experience the confidence of working with professional escrow teams that bring knowledge and expertise to the closing table. Our escrow staff is dedicated to providing a culture of team work that leads to exceptional customer service.



**Experts You Need,
Partners You Can Trust**

The Leadership Team

pictured left to right

Latra Szal

President

David Tandy

CEO

Michelle Piperi

Executive Vice President



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Welcome and thank you for choosing Texas National Title.

We understand that selling your home can be a complicated process. At Texas National Title, you can rest assured that your transaction is being handled with experience and care.

For your convenience, we've provided the contact sheet below. Please fill it out. This is important reference information to the closing of your transaction with TNT. We look forward to working with you!

GF Number _____

Property Address _____

Title Company Contacts

Escrow team _____

Email _____

Escrow Assistant _____

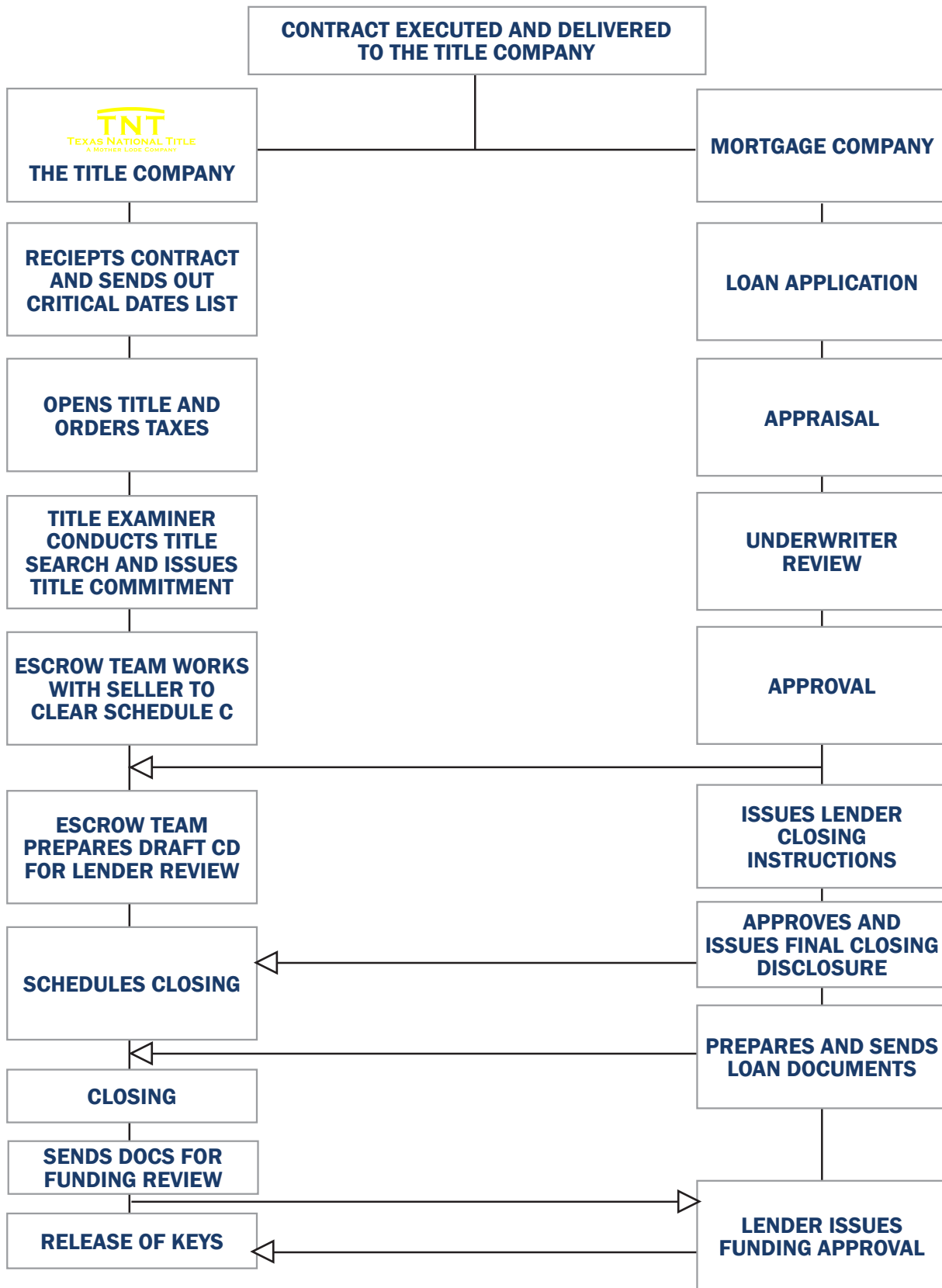
Email _____

Phone _____

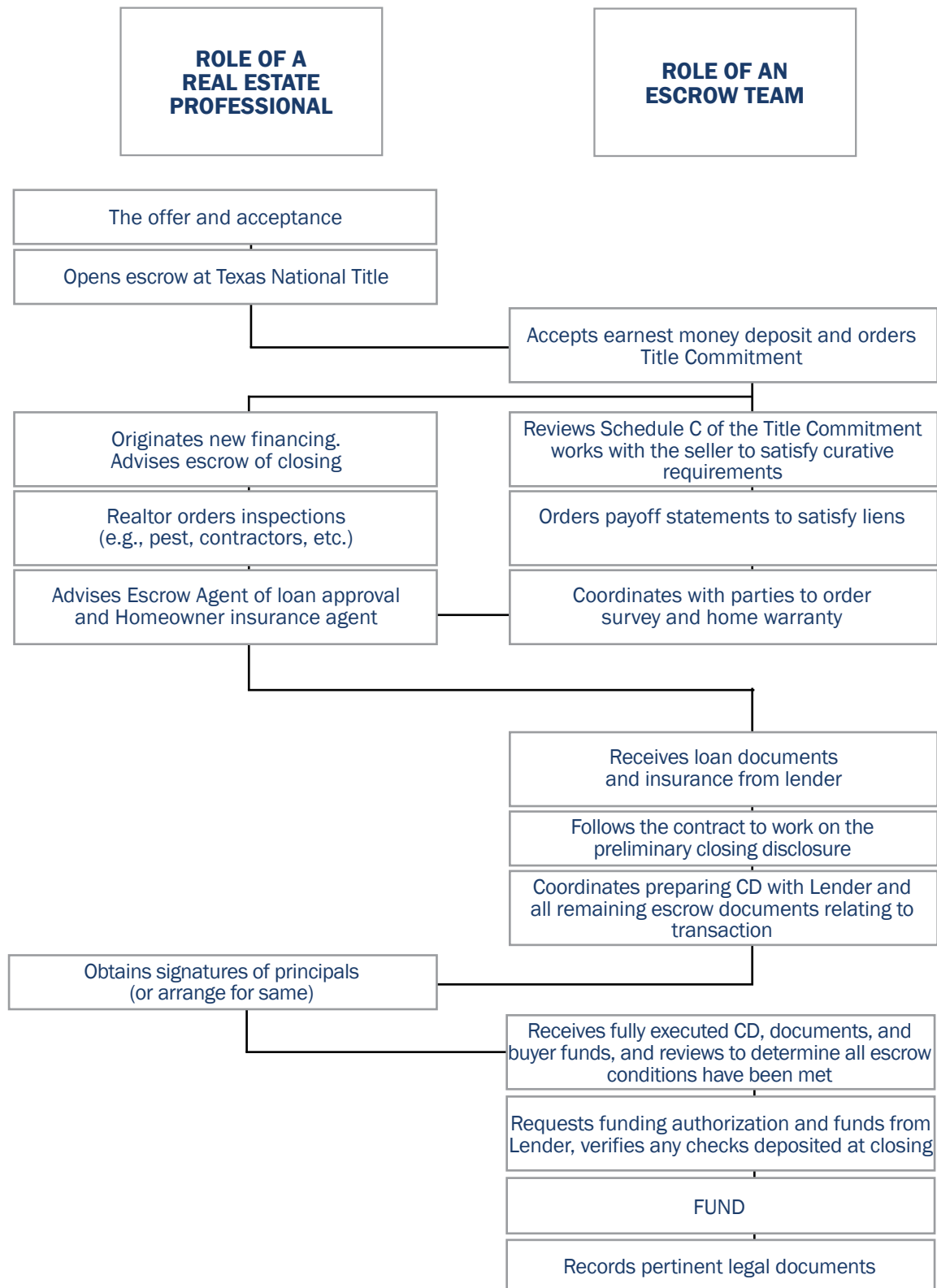
Fax _____

Address _____

Guide To The Closing Process



Life of an Escrow



What Is Escrow?

Buying, selling, or refinancing real property usually involves the transfer of large sums of money. It is imperative that a neutral third party, known as the Escrow Agent (Texas National Title), handles the transfer of these funds and related documents from one party to another. When opening an escrow for a real estate transaction, the borrower and lender establish the terms and conditions of the loan—it is the responsibility of the Escrow Team at Texas National Title to see that these terms are carried out, by following the contract and lender instructions.

The Escrow Agent's Duties

- Serves as the neutral third party and the liaison between all parties involved
- Prepares a Title Commitment to determine the curative items prior to closing the property
- Complies with lender's conditions and prepares necessary documentation
- Facilitates ordering survey and home warranty as needed
- Requests payoff demands for anything to be paid through escrow
- Receives Closing Disclosure, closing instructions, documents, borrower's funds and reviews file to determine that all loan instruction conditions have been met
- Closes and signs the transaction
- Requests funding authorization and funds from lender
- Disburses funds as authorized by the instructions, including charges for title insurance, recording fees, lender fees, and loan payoff
- Records the Deed and other related documents
- Issues the Title Insurance Policy for the borrower and the lender

What Do I Need to Provide?

You will be asked to complete a Seller Information Form as part of the paperwork. This information is needed to prepare for closing. The Seller Information Form should be returned promptly.

ABCD's Of A Title Commitment

A commitment for title insurance (title commitment) provides a buyer with the terms and conditions for which the title company will be issuing a title insurance policy. Title insurance protects buyers and lenders from errors and defects in the title on real estate being purchased. There are four parts to a title commitment. Each part is called a schedule. See below to understand what each schedule outlines.

Schedule

A

“Actual Facts” This section lists the names of the buyer, or “proposed insured”, the buyer’s lender if any, the proposed policy amount, the type of policy being purchased, the legal description of the property, and the name of the current record title owner of the property.

Schedule

B

“Buyer Notification” is directed toward the buyer and contains a list of standard exceptions that the title policy **will not cover**. More importantly, Schedule B lists exclusions and exceptions to coverage specific to the transaction such as restrictive covenants, setback requirements, easements and rights-of-way, and mineral reservations.

Schedule

C

“Clear to Close” This section lists items that must be resolved in order to transfer title to the new owner and for the title company to issue its title policy to the new owner. Title issues may include mechanic’s liens, tax liens, judgments, lawsuits, assessments, and other such encumbrances affecting title.

Schedule

D

“Disclosure” This sections outlines the parties who will share any part of the insurance premiums, including underwriters, title agents, and attorneys.

Please contact your Escrow team with any specific questions regarding your title commitment. Questions of a legal nature should be directed to an attorney with title insurance practices.

Understanding Title Insurance

What is Title Insurance?

Texas National Title works to identify and eliminate existing claims against a property or discrepancies that cloud title to a property. Title insurance indemnifies you against certain losses under terms of the policy. Prior to closing, Texas National Title carefully examines public records to identify and eliminate potential claims and defects that may have been created in the past. Texas National Title works with “Title Plants” that contain information regarding property transfers and liens reaching back many years. However, claims can surface after a property is acquired. Unrecorded liens may surface, missing heirs may claim the property, or taxes might have been unpaid. The Owner’s Policy protects the new owner by providing legal and financial redress for covered claims. It is important to purchase an Owner’s Policy because the Loan Policy only protects the lender.

Why Do I Need Title insurance?

A property owner’s greatest protection is an Owner’s Insurance Policy. Many homeowners assume that when they purchase a piece of property that possession of a deed to the property is all they need to prove ownership. This is not true. That is where title insurance steps in to protect your investment against claims.

What Protection Will I Receive From My Title Policy?

A title insurance policy pays for legal fees in defense of permissible claims against property covered under your policy. It also contains provisions for indemnification against losses that result from a claim. Unlike other forms of insurance, title insurance is paid for by a one-time fee at closing. The policy remains in force as long as you or your heirs retain interest in the property.

Below are a few instances where your title insurance policy would protect you from claims against your property. More examples are available on the following page:

- Forged deeds, mortgages, satisfactions, or releases.
- Deed from partnership, unauthorized under partnership agreement.
- Deed challenged as being given under fraud, undue influence, or duress.
- Deed executed under falsified power of attorney.
- Ineffective release of prior mortgage or lien, as fraudulently obtained by predecessor in title.
- Undisclosed but recorded federal or state tax lien.
- Undisclosed but recorded judgment or spousal/child support lien.
- Right of access wiped out by foreclosure on neighboring land.
- Missing heirs

Coverage: <i>Subject to your policy’s exceptions, exclusions, conditions and stipulations</i>	TLTA Owner’s Policy
1 Someone else owns an interest in your property	Yes
2 A document is not properly executed	Yes
3 Forgery, fraud or duress	Yes
4 Defective recording of any document	Yes
5 There are undisclosed restrictive covenants	Yes
6 There is a lien on your title because there is: <ul style="list-style-type: none"> ▶ a deed of trust ▶ a judgment, tax or special assessment ▶ a charge by homeowner’s association 	Yes Yes Yes
7 Mechanic’s lien protection	Yes
8 Forced removal of structure because it: <ul style="list-style-type: none"> ▶ Extends onto other land or onto an easement ▶ Violates a restriction in Schedule B ▶ Violates an existing zoning law 	Yes Yes Yes
9 Restrictive covenant violations	Yes
10 Lack of legal access to property	Yes
11 Covenant violation resulting in reversion	Yes
12 Boundary, walls and fence encroachment	Yes
13 Violations of building setbacks	Yes

Some additional coverage is subject to a deductible and maximum dollar limits of liability. For more details on all coverages, including the coverages outlined above, please refer to the terms of the policy itself. Copies are available from your local TNT office. The TLTA Owner’s Policy is designed for issuance on certain subdivided residential properties and are not available for all properties. Check with your title representative for availability.

Seller's Estimated Charges

Estimated Costs	Conventional	VA	FHA	Cash
Attorney's Fee	\$210+	\$210+	\$210+	\$210+
Commission (Per Contract)	\$ _____	\$ _____	\$ _____	\$ _____
Discount Points (Negotiable)	\$ _____	\$ _____	\$ _____	\$ _____
Escrow Fee	\$525	\$525	\$525	\$525
Owner's Title Policy (Per Rate Schedule)	\$ _____	\$ _____	\$ _____	\$ _____
Recording Fee (Per Contract)	*Between \$62 - \$150	*Between \$62 - \$150	*Between \$62 - \$150	*Between \$62 - \$150
Repairs (Per Contract)	\$ _____	\$ _____	\$ _____	\$ _____
Taxes (Prorated)	\$ _____	\$ _____	\$ _____	\$ _____
Tax Certificates	\$70	\$70	\$70	\$70
Tax Service Fee	-	\$115	\$115	-
Termite Inspection	-	\$75+	-	-
Subdivision Info. (If Applicable)	\$ _____	\$ _____	\$ _____	\$ _____
Survey (If Applicable)	\$ _____	\$ _____	\$ _____	\$ _____
Policy Guaranty Fee	\$2	\$2	\$2	\$2
Other:	\$ _____	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____	\$ _____
Total Estimated Costs	\$ _____	\$ _____	\$ _____	\$ _____

Estimated Proceeds to Seller		Notes	
Estimated Total Closing Costs	Title Policy	\$ _____	
	Commission ____%	\$ _____	
	Closing Fees	\$ _____	
	Legal Fees	\$ _____	
	Tax Certificate	\$ _____	
	Release-Recording	\$ _____	
	Repairs	\$ _____	
	Home Warranty	\$ _____	
	Subdivision Info. (If Applicable)	\$ _____	
	Policy Guarantee	\$ _____	
Other: _____	\$ _____	Prepared by: _____ Seller's initials to acknowledge receipt: _____, _____	
Other: _____	\$ _____		
Estimated Total Closing Costs (A)		\$ _____	
Taxes / Payoffs	Taxes (thru closing)	\$ _____	The estimated charges above are conventional for transactions involving properties in the Greater Austin area only and are subject to change without notice. Note: Seller may be required to pay some costs directly to the service providers before closing.
	Payoff Loans (including interest thru payoff date)	\$ _____	
	Total Taxes / Payoff (B)	\$ _____	
Recap	Sales Price	\$ _____	Prorations are calculated through the closing date. Interest is prorated only in assumption transactions. *Actual county charges will be collected as they vary by county.
	- Estimated Total Closing Costs (A)	- \$ _____	
	- Total Taxes / Payoff (B)	- \$ _____	
	= Estimated Proceeds to Seller	= \$ _____	

Possible Closing Costs

Home Warranty

A home warranty plan covers items related to the mechanical, electrical and plumbing aspects of the home. Some appliances may be covered as well.

Prior to the sale of the property, a seller may choose to purchase a home warranty plan to cover the cost of any repairs incurred during the listing period. It is also common for a seller to purchase the home warranty plan for the buyer. Most home warranty plans can be paid for at the close of escrow on the closing disclosure.

The Inspection/Appraisal Process/Repairs

If the buyer is obtaining a new loan to purchase the home, the buyer's lender will require an appraisal to be conducted to evaluate the fair market value of the property. A licensed appraiser will collect data on homes similar to yours in the area.

The appraiser will schedule an appointment to visit the home. He will take measurements, sketch a floor plan, take interior and exterior photos of the home and analyze the home's condition, its improvements and amenities.

Additionally, a buyer may elect to have the property inspected by a licensed third party inspector as well.

The inspector will also schedule an appointment to visit the home. Like the appraiser, they will take interior and exterior photos; however they are there to analyze and disclose the property and contents condition only.

The appraiser and inspector will then provide the buyer a report of their findings a few days after their visits. You will be notified if the buyer's lender requires you to conduct repairs prior to the buyer receiving the loan. Should repairs be required, the appraiser will return after the repairs are completed to review the work. A re-inspection fee may be charged.

Payoff Terms

As a full service title and escrow company, TNT facilitates the handling of all monies in a real estate transaction. A loan payoff is the receipt of funds from the buyer and the payment of any seller obligations in a real estate transaction. Below are commonly used terms regarding this portion of the process.

Prefigures

At TNT, we obtain the payoff statement directly from the seller's payoff lender. We cannot accept payoff statements provided to us by the seller or realtor.

Demands

At TNT, a payoff demand must be specific to the property that is in escrow. Payoff statements must be submitted in written or electronic format from the company or person that issued it. An Escrow Team will request an updated demand if required. The Escrow Team must have a current payoff statement valid through the day of closing to close.

Taxes

At the close of escrow, the Escrow Agent will pay and prorate taxes on real property based on the latest available tax figures, as needed.

Refunds

The seller's lender is responsible for refunding any overpayment or escrow account directly to the seller post-closing. This can take anywhere between 30 and 60 days and a seller should follow up with their lender once we have closed and funded.

Disbursement Checks

TNT follows the instructions of each payoff demand. If the demand calls for a check to be cut, the Escrow Team will abide by the request. Disbursement checks can also be cut in accordance with instructions and invoices in the escrow file as well (e.g., home warranty, property inspections, broker disbursement authorization, etc.).

Wire Transfers

TNT can receive and disburse funds via wire transfer. The Escrow Team will wire funds per the instructions provided to escrow. The seller should bring wiring instructions with them to closing.

Escrow Delays

There are many situations or title issues that can arise during the escrow process that may cause your transaction to be delayed or have unexpected costs. Below is a list of the most common situations that cause problems originating from the seller. Remember to always advise your Escrow team and/or loan officer as soon as you are aware of any of these issues.

- Sellers leaving town without establishing a power of attorney, reviewed and approved by the title insurer.
- Failure to submit lien holder information on existing loans to escrow.
- Homeowner Association information and fees not provided to the Escrow team upfront.
- Homeowner Association pre-paid doc fee not paid in a timely manner.
- Escrow team not made aware of recent construction on the property.
- Escrow team not made aware of various statuses (e.g., marriage, registered domestic partnership, separation, sole and separate property, death of seller, properties held in a trust, bankruptcy, out-of-state or out-of country seller, 1031 exchange, easements, etc.).
- Seller is incapacitated.
- Deceased seller without a Tax ID number.
- Foreign seller without a Tax ID number.
- Escrow team not notified when judgments arise during escrow period.
- Escrow not notified that the sale of the property includes a mobile home that will need to be transferred.
- All liens on the Title Commitment have not been paid off or pay-off information not provided to Escrow team.
- Acceptable forms of identification, including current Driver's License, passport, or Texas DMV Identification Card, not provided at signing.
- Name on identification different from name in which title is held.
- Arrangements to transfer or wire funds to another escrow, bank or investment account, not made in advance with Escrow team.

Helpful Reminders & Sources of Assistance

Paying Off Your Existing Loans

All loans must be paid off at the close of escrow. The seller must furnish complete lien information to the Escrow Team. The seller must be prepared to provide their name, social security number, loan number, address and phone number of each lender. The Escrow Team will need this information to order a loan payoff demand and subsequently pay off the loan.

Homeowner's Association information may also be required if you are selling a property located in a homeowners association.

Transferring Escrow Funds

If you wish to transfer or wire transfer funds to another closing, arrangements must be made in advance with your Escrow team.

Power of Attorney

In the event that you wish to use a power of attorney, arrangements must be made in advance with the Escrow Team. If TNT does not draft the power of attorney, our legal staff must approve it. These arrangements should be made as early as possible.

Identification

Please bring appropriate identification with you to TNT so the Notary Public can verify your identity. There are several acceptable forms of identification that may be used. These include:

- A current driver's license
- Passport
- Texas Department of Motor Vehicles ID Card
- State issued ID

Tax-Deferred §1031 Exchange

If the property you are selling is an investment property and the proceeds from the sale are going to be used to purchase other "Like-Kind" investment real estate, you may wish to consider a tax-deferred exchange. Exchanging is an Internal Revenue Service (IRS) recognized approach to the deferral of capital gains taxes. The IRS recognizes the use of an Accommodator or Qualified Intermediary throughout your transaction as a Safe Harbor.

To accurately approach an exchange, become familiar with the rules and regulations underlying such a tax-deferred or tax free transaction. We suggest you see your tax lawyer or tax professional and advise your Escrow team early in your transaction.

Wire Instructions

Sellers:

- We will send you wiring instructions via DocuSign at the beginning of the transaction included with a Seller Information Form. We will not send any subsequent instructions and if you receive a new set of instructions you should assume that they are fraudulent. No one from our office will send a second set.
- If you want your proceeds wired, bring your wiring instructions to your closing. We are unable to accept wiring instructions emailed to us after you have left the closing table.
- Do not email or fax your wiring instructions prior to closing unless you can send it securely.
- If you are signing off-site, include your wiring instructions with your closing package. Our team will need to call you to verify the instructions before proceeds can be sent.

**Any time you have questions about wiring instructions please call
your team at Texas National Title! **

TEXAS NATIONAL TITLE OFFICE LOCATIONS

MIRA VISTA

2705 Bee Cave Rd, Suite 150
Austin, TX 78746
(512) 381-9910

183 N. / Oak Knoll

12515 Research Blvd.
Suite 130, Building 7
Austin, TX 78759
(512) 337-0913

360 / WESTLAKE

3600B N. Capital of Texas Hwy, Suite 110
Austin, TX 78746
(512) 337-0906

BUDA

589 N FM 1626, Suite 202
Buda, TX 78610
(512) 337-0925

DRIPPING SPRINGS

721 Hwy. 290 West, Suite 102
Dripping Springs, TX 78620
(512) 337-0940

WIMBERLEY

13600 Ranch Road 12, Suite D
Wimberley, TX 78676
(512) 337-0931

LAKE TRAVIS

1921 Lohmans Crossing Rd., Suite 200
Lakeway, TX 78734
(512) 337-0800

CEDAR PARK

305 Denali Pass, Suite A
Cedar Park, TX 78613
(512) 337-0300

ROUND ROCK

2300 Greenhill Drive, Suite 810
Round Rock, TX 78664
(512) 337-0900

*Closings and Great Service,
Straight Ahead!*

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