MOMENTS
REAL ESTATE

Seller Transaction Support Services provided by: *Elevate Conveyancing Services*

As part of the homes selling process, certain transaction support services are required to ensure a smooth and efficient settlement. Elevate Conveyancing Services offers professional services to manage these responsibilities for a **flat fee of $595**. Hiring a professional to handle the complexities of the process can alleviate delays or complications that can arise without familiarity with local transaction requirements or relationships with the professionals involved.

1. Transaction Support Services

- Initial engagement with the buyer's agent and title company for necessary coordination.
- Communicate with the title company to provide transaction details and seller(s) contact information.
- Submit required seller information, including Social Security Numbers (SSNs), to the title company for ordering certifications (e.g., domestic relations, Patriot Act).

2. Certifications and Payoffs

- **Order Certifications:**
  - Tax, water, sewer, and trash certifications.
- **Request Payoff Statements:**
  - Request and retrieve payoff statements for any mortgage or home equity loans.
  - Submit final payoff documents to the title company.
- **Municipal Use & Occupancy Inspection:**
  - Complete the application, submit payment, and schedule the inspection.
  - Submit the passing Use & Occupancy certificate to the title company once retrieved.
- **HOA or Condo Association Resale Package:**
  - Order the resale package from the HOA or Condo Association in accordance with the Agreement of Sale.
  - Deliver the resale package to the buyer(s) upon receipt.
  - Review the resale certificate for accuracy and submit a copy to the title company.

3. Document Preparation

- **Title Commitment Review and Resolution:**
  - Review the title commitment for accuracy and completeness.
  - Address and resolve any title commitment issues, including prior liens, judgments, and estate matters.
- **Special Document Requests:**
  - Handle requests for documents such as powers of attorney, death certificates, divorce decrees, estate documents, and tax claim certifications.

- **Deed Package Management:**
    - Request the deed package from the title company.
    - Coordinate with a local notary to sign the package.
    - Mail the original deed package or drop it off to the title company prior to settlement.

4. Settlement Preparation

- **Settlement Document Coordination:**
    - Prepare the settlement fee sheet, detailing the financial breakdown of the transaction.
    - Email all required documents to the title company prior to settlement, including certifications and municipal approvals.
- **Preliminary and Final Certifications:**
    - Request and review the preliminary settlement sheet for accuracy and completeness.
    - Obtain final tax, water, sewer, and trash certifications before settlement and submit to the title company.
- **Final ALTA Statement:**
    - Request the final ALTA settlement statement for review and accuracy.

Acknowledgment: By signing below, you acknowledge that you have read and understood this form and agree to Elevate Conveyancing Services, LLC performing the Seller Transaction Services outlined.

Seller(s): _____ Signature(s):_____ Date: _____