

SELLER'S INSTRUCTIONS

COMPLETING THE SALE OF YOUR HOME

PURCHASE CONTRACT - Fill out the purchase contract and any addendums completely. Read each numbered paragraph carefully and fill in all of the blanks. If you need help or have any questions, seek the advice of your attorney.

NOTE: If there are any items in the purchase contract that do not apply to your specific sale... for example, Lead Paint, Septic system, Well, Rent, etc., you should put N/A in those areas of the contract.

PROPERTY DISCLOSURE FORM - provide the completed Residential Property Disclosure Form to the Buyer for initials and signatures. You and your buyer must initial the front and back of all pages and sign the last page.

PROPERTY DISCLOSURE FORM - If your home was built in 1978 or earlier you will need to provide your buyer with the booklet entitled "**Protect Your Family From Lead in Your Home**". You will also need to provide the completed **Lead-Based Paint Addendum** to the Buyer for initials and signatures. You can download both items from Mount Morris Title Agency, LLC's website.

NOTE: If your home was built after 1978 the booklet and form are NOT required.

NOTE: According to an article published in The Cleveland Plain Dealer in 2009, Cleveland, Ohio is the top city in the United States for lead based paint poisoning.

EARNEST MONEY / GOOD FAITH DEPOSIT - Collect the Earnest Money / Good Faith Deposit from the Buyer. There is no set amount for Good Faith Funds also known as Earnest Money. The amount is agreed upon between you and your buyer. A typical amount for a Good Faith Deposit is \$1,000, but can be more or less if you choose. We highly recommend collecting earnest money from your buyer. This shows that they are serious about purchasing your home.

COMPLETED PAPERWORK - You will need **3 complete copies** of the signed paperwork

1. **Original** - *kept by the seller.*
2. **One copy** - *given to the buyer. They will need it for loan application.*
3. **One copy** - *forwarded to Mount Morris Title Agency, LLC.*

The completed paperwork should be immediately forwarded to Mount Morris Title Agency, LLC. A copy is required to start the title examination/escrow closing process.

YOU SHOULD EITHER:

FAX your contract to: (216) 661-2850 – or –
Drop off or Mail: 2401 Brookpark Road
Cleveland, OH 44134

BE SURE TO RETURN THE CONTACT FORM SO THAT WE CAN CONTACT YOU WITH ANY QUESTIONS THAT WE MAY HAVE.



2401 Brookpark Rd., Cleveland, OH 44134 • (216) 661-2240 FX (216) 661-2850
www.MountMorrisTitle.com • MT@MountMorrisTitle.com