



Lambertville Office
3407 Sterns Rd
Lambertville, MI 48144
(734) 854-1531
(734) 854-1721 - Fax

Monroe Office (Main)
15530 S. Telegraph
Monroe, MI 48161
(734) 241-0066
(734) 241-0423 - Fax

Carleton Office
12640 Grafton Rd
Carleton, MI 48117
(734) 869-9360
(734) 299-3590 - Fax

For Sale by Owner Package

Thank you for choosing Lawyers Title Agency of Monroe to insure your transaction.

Once all the appropriate documents have been filled out by both parties, please email your documents to orders@lawyertitlemonroe.com, or bring them into one of our 3 offices. For Lambertville, please leave in the drop box as this office is open by appointment only.

Once we receive the documents, title work will take 3-5 business days to prepare. When title work is completed we will send it to the email provided, or we will contact you to have you pick it up if email is not an option.

Please be sure to send a copy of the purchase agreement to your lender, if applicable. The lender will then send us their information and we will update accordingly. When we have a clear to close from the lender, please call us to set a closing date, time, and location for the closing to take place.

If no lender is involved: once title work is returned, it will show what we will need in order to close. If nothing is needed, please contact our Monroe location to set a closing date, time, and location.

Once again we thank you for trusting LTM in helping you with your transaction. We look forward to a smooth closing for all parties involved.



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FOR SALE BY OWNER

Property Address:

Legal Description:

Sales Price:

Earnest Money:

Held By:

Buyers Legal Name:

Address:

Phone:

Email:

Attorney:

Attorney Phone:

Attorney Email:

Lender Contact:

Sellers Legal Name:

Address:

Phone:

Email:

Current Mortgage With:

Loan Number:

Last 6 of SSN:

Attorney:

Attorney Phone:

Attorney Email:

Homeowners Association:

Contact Information:



15530 S Telegraph Rd Monroe, MI 48161
Phone: 734-241-0066 | Fax: 734-241-0423

PAYOFF REQUEST FORM

MORTGAGE COMPANY:

MORTGAGE PHONE #

MORTGAGE FAX#

MORTGAGORS:

SSN(s):

LOAN NUMBER:

PROPERTY ADDRESS:

Closing _____, please add per diem interest through _____

The above-mentioned mortgage needs to be paid off.
I/We authorize you to release information and forward a payoff statement to Lawyers Title Agency of Monroe. If the loan is paid in full, please forward a letter stating there is no balance and a copy of a discharge/lien release.

*****PLEASE FAX OR EMAIL THE INFORMATION TO (734) 241-0423**

Attn: Escrow Department escrow@lawyerstitlemonroe.com

If you should have any questions or concerns, please call (734) 241-0066.

AUTHORIZATION BELOW: **(PLEASE WET SIGN THIS DOCUMENT)**

Date

Date



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GENERAL EMAIL BOXES

TITLE orders@lawyerstitlemonroe.com
ESCROW escrow@lawyerstitlemonroe.com

Goran Cepo	gcepo@lawyerstitlemonroe.com	OWNER	#0467552
Janice Ely	jely@lawyerstitlemonroe.com	ESCROW	#0802797
Dave Tax	dtax@lawyerstitlemonroe.com	EXAMINER	#0721517
Ann Hammack	ahammack@lawyerstitlemonroe.com	OPERATIONS	#0464826
Kendan Myers	kmyers@lawyerstitlemonroe.com	SALES	#0956241
Julie Wardell	jwardell@lawyerstitlemonroe.com	TITLE	#0804218
Grace Yoas	gyoas@lawyerstitlemonroe.com	TITLE	#0803499
Kathy Kolakowski	kkolakowski@lawyerstitlemonroe.com	TITLE	#0805146
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