

MOBILE HOME



SETTLEMENT REQUEST FORM

FAX TO 1-866-332-9275

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DIRECT #717-538-0114 REVISED 8/5/2022- 1/6/2024

Please complete ASAP and provide the copies requested

VERY IMPORTANT.....ATTACHMENTS I NEED ASAP: COPY OF TITLE (front & back), COPY OF MORTGAGE INFO OBTAINED BY SELLER AND INK SIGNED PAYOFF REQUEST FORM (MUST BE INK SIGNED), CURRENT YEAR SCHOOL TAX BILL AND PROOF PAID, CURRENT YEAR COUNTY/MUNCIPAL TAX BILL AND PROOF PAID, PIC OF SELLER'S ID/DRIVER'S LICENSE, PROOF OF LOT RENT PAID UP TO CLOSING OR AMOUNT OWING, COPY OF EMD/ESCROW CHECK, and (if applicable --- legal POA (all pages), copy of death cert/short cert/name change document if name doesn't match Title or POA documents)

LISTING AGENT TO COMPLETE:

SELLER(S) NAME(S) _____

SELLER(S) EMAIL ADDRESS: _____ SELLER(S) TEL. # _____

LISTING AGENT _____ COMPANY _____

AGENT CELL # _____ AGENT EMAIL _____

TRANSACTION COORDINATOR CONTACT EMAIL/TEL. _____

PHONE NUMBER & NAME OF PARK OFFICE/OWNER: (____) _____ : _____ EMAIL: _____

NAME OF MOBILE HOME PARK: _____ AMOUNT OF LOT RENT? _____

___ SELLER OR LISTING AGENT MUST PROVIDE PROOF OF LOT RENT PAID UP-TO-CLOSING DATE OR GET AMOUNT OWING FROM PARK IN WRITING HAS RESALE INSPECTION BY PARK BEEN DONE YET/REQUESTED YET? ___Y ___N

YEAR ___ MAKE _____ MODEL _____ SIZE ___X___ VIN# _____

DOES SELLER HAVE THE TITLE? ___Y ___N MORTGAGE TO PAYOFF? ___Y ___N APPROX. AMOUNT \$ _____

NAME OF MORTGAGE CO. _____ HAS PAYOFF BEEN REQUESTED YET? _____

DOES SELLER HAVE PROOF OF TAXES PAID? ___Y ___N ARE ANY TAXES OWING? _____

SALES PRICE OF THE HOME \$

ANY SELLER ASSISTANCE?

BUYER'S AGENT COMMISSION \$ _____ LISTING AGENT COMMISSION \$ _____ TOTAL COMMISSION PAID BY SELLER: \$ _____ ANY OTHER FEES/CREDITS? _____

NAME(S) ON THE SELLERS PROCEEDS CHECK _____

AMOUNT OF ESCROW CHECK \$ _____ HAS IT BEEN COLLECTED? _____ HAS IT BEEN DEPOSITED? _____

INDICATE WHICH OPTION FOR ESCROW CHECK: ___ MAKE PAYABLE TO SELLER AT CLOSING ___ KEEP AS PART OF REALTY COMMISSION ___ NOT COLLECTED/WAIVED ___ PERSONAL CHECK TO BE RETURNED UNCASHED AT CLOSING

DO ANY OF THESE SITUATIONS APPLY? (DIVORCE? DECEASED PARTIES? OTHER NAMES ON TITLE? LOST TITLE? FORECLOSURE? SOMEONE NOT COMING TO SETTLEMENT? POA) IF SO, PLEASE EXPLAIN: _____