

# SELLER

TEXAS TITLE

# HOMESELLER'S GUIDE

An informative guide to selling a home.



**TEXAS TITLE**  
*A Place to Call Home™*

Texas Title is a licensed Texas-based title agency that offers competitive escrow and title solutions complemented by a strong tradition of grassroots standards. Our centralized order processing platform ensures exceptional relationship management and an efficient, streamlined closing.

Operated by attorneys, we offer a specialized set of legal, escrow and title services that provide our clients and customers with a competitive advantage. We operate multiple direct branch locations and are licensed in 48 counties (consisting of 90% of the state's population) in Texas. Texas Title also has numerous fee attorney locations throughout the state of Texas.

At Texas Title, we recognize that each lender, realtor, borrower or homeowner is different. We focus on creating customized solutions to meet the needs of our clients, utilizing technology and attention to the experience as a basis for our services.



# PRICING TO SELL

## COMMON MARKET TERMS

### DAYS ON MARKET (DOM)

The number of days a property has been listed on the market.

### INVENTORY

The number of homes for sale on the Multiple Listing Service (MLS). A small inventory indicates a high demand, and therefore, higher prices.

### SELLER'S MARKET

A real estate market characterized by small inventories and short DOM. It's common for multiple offers to be made on properties, sometimes exceeding the list price.

### BUYER'S MARKET

Occurs when sales slow and inventory accumulates. This market is characterized by high DOM and falling sales prices, giving buyers greater opportunities.

### BALANCED MARKET

Usually a transitional phase between a seller's and buyer's Market when neither party has an advantage over the other.

### MEDIAN SALES PRICE

The midpoint between the most expensive house and least expensive house sold in an area during a specific time.

### PRICE DISCOUNT

The difference, usually expressed as a percentage, between the initial list price for a home and the final sales price.

## CONSIDERATIONS WHEN SETTING THE PRICE

### LOCATION

Proximity to desirable amenities adds the most value.

### SELLER NEEDS

Is there a need to sell quickly? Is the sale contingent on another sale?

### SEASON

More homes are listed in spring and summer, creating more competition.

### CONDITION OF THE HOME

Does the home have strong curb appeal or attractive features?

### OTHER FACTORS

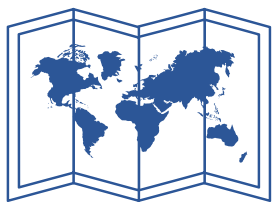
Current interest rates, economic conditions, crime rates, etc.

**Once you're ready to list your home, your real estate agent will conduct a Comparative Market Analysis (CMA).**

The CMA is usually free and helps determine the fair market value of your home based on evaluation of recently sold homes in your neighborhood that match your home's age, features, and size.

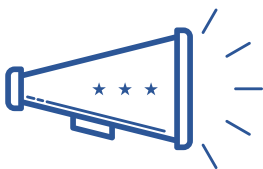
# WHY DO I NEED TO USE A REALTOR?

REAL ESTATE PROFESSIONALS GUIDE YOU THROUGH THE HOME BUYING AND SELLING PROCESS.



## AN EXPERT GUIDE

When buying or selling a home, there are extensive forms, reports, disclosures and other technical documents that a real estate professional can guide you through. An expert helps prevent delays and costly mistakes.



## AN ADVOCATE

Real estate professionals have a fiduciary responsibility to put their client's interests first. A realtor is bound by law to negotiate, advise and inform you of all pertinent information to help you come to an agreement that is in your best interest.



## AN OBJECTIVE OPINION

A real estate professional can provide you with data, facts, school ratings, zoning information, utilities, etc. to help you decide which property has everything you need, and can use this information in marketing your home, if selling.



## AN EXTENSIVE RESOURCE

Real estate professionals not only provide their expert knowledge, but that of their network as well—from access to information before it appears on MLS to recommending other professionals that can help get your property ready after you buy or before you sell.

# KEY PROFESSIONALS

## IN A REAL ESTATE TRANSACTION

Knowledgeable, customer-focused professionals are available to answer your title and settlement questions. Throughout the home selling process, you may also encounter the following industry specialists who are able to professionally answer questions in their area of expertise.

### REAL ESTATE AGENT

Licensed by the state to represent parties in the transfer of property.

### HOME INSPECTOR

Objectively and independently provides a comprehensive analysis of a home's major systems and components.

### LOAN OFFICER

A representative of a bank or other financial institution. They help customers identify their borrowing options and understand the terms of their loan.

### APPRAISER

Works on behalf of a lender and provides a market analysis of the subject property. An appraiser's finding is subjective and combined with market findings of sold properties within the surrounding neighborhood.

### INSURANCE AGENT

Helps a homebuyer determine the homeowners protection coverage needed and finds the right homeowners insurance policy to fit those needs.

### REAL ESTATE ATTORNEY

Can give advice on all legal aspects of the real estate transaction. Additionally, they are able to draft and review contracts, help decide how to take title, and assist with the closing process. Use of an attorney to review the contract and title documents is optional.

### ESCROW OFFICER

An independent third-party who works with all participants to facilitate a successful closing of a real estate transaction. At closing, the escrow officer will collect the purchase money funds from the buyer and lender as well as the settlement costs from each party. They disburse the funds in accordance with the closing documents and record the necessary documents to transfer ownership of the property.

### CLOSING/TITLE AGENT

Performs title searches to ensure a clear title so a title insurance policy can be issued. The title company also facilitates the transfer of real estate by sending original transfer documents to the county clerk for recording.



# STEPS IN A REAL ESTATE TRANSACTION

What happens in a real estate transaction from start to finish.

1. Seller hires a licensed real estate professional
2. Seller's agent conducts a CMA (comparative market analysis) to gauge homes worth
3. Seller's agent takes photos of the home, and creates a written description of the property
4. Agent lists home for sale on the market (MLS) and advertises the listing
5. Buyer's agent presents a formal written offer stating the offered price for the purchase of the home
6. Seller reviews the offer with their agent, and counteroffers if necessary
7. When an agreement is made, the buyer and seller sign the official sales contract
8. Escrow is opened; buyer delivers earnest money funds and contract to title company
9. Title company orders survey and HOA if required
10. Title company reviews title commitment for title defects
11. Title company issues title commitment to buyer and buyer's lender
12. Loan approval received from buyer's lender
13. Title company receives loan closing instructions from buyer's lender and prepares documents and statements
14. Closing appointment is set with escrow officer at title company
15. Closing occurs
16. The transaction is funded; funds are distributed

## **AFTER CLOSING, THE TITLE COMPANY DOES THE FOLLOWING:**

Returns or faxes required documents to lender for their approval. All lenders require this before funds are disbursed.

Receives and disburses all money from lender, including payment of all taxes, any bank charges, attorney's fees, title company fees and any other accrued expenses in connection with the closing.

Has legal documents recorded in the office of the county clerk.

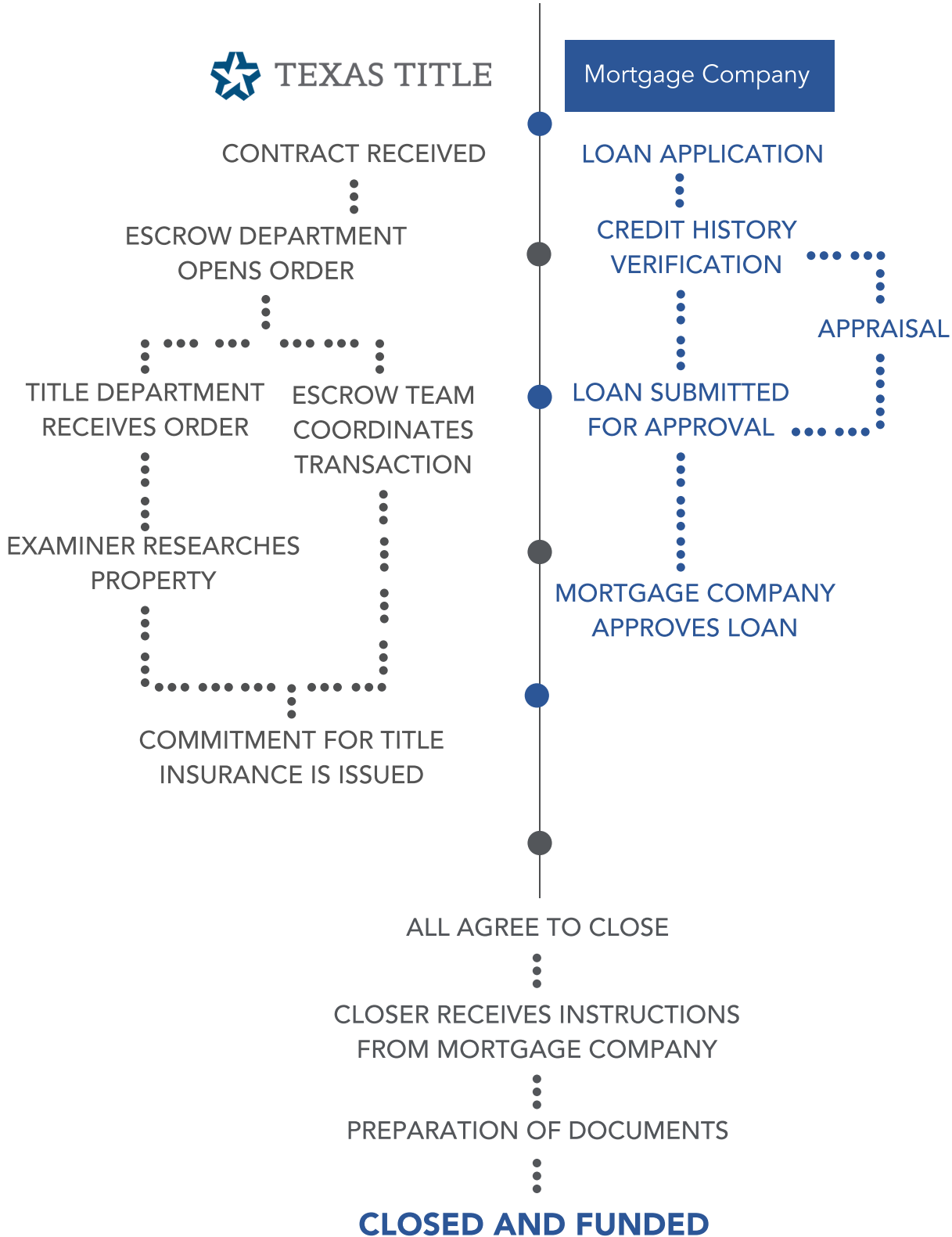
Prepares and issues title policies and sends to lender and owner.

# A TIMELINE CONTRACT TO CLOSING



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## CONTRACT SIGNED



# CLOSING COSTS WHO PAYS WHAT?

Every transaction is unique and certain costs are negotiable. It is important to speak with your realtor, lender and escrow officer about your specific transaction.

## SELLER COSTS

- Payoff of existing loan(s)
- Tax certificate
- Realtor commissions
- Prorated taxes
- Owner's title policy and endorsements (per contract)
- Escrow fee
- Document preparation
- Recording fee(s)
- Survey (per contract)
- Home warranty (per contract)
- HOA resale certificate (per contract)
- Termite inspection (VA loan only)

## BUYER COSTS

- Property inspections
- Termite inspection
- Survey (per contract)
- HOA transfer fee (per contract)
- Prorated taxes
- Escrow fee
- Courier fee
- Hazard insurance

### COSTS ASSOCIATED WITH A LOAN

- Loan origination fee
- Loan title policy and endorsements (per contract)
- Appraisal
- Credit report
- Prepaid interest
- Document preparation
- Recording fee(s)
- Initial deposit for escrow account (if applicable)
- Mortgage insurance premium (if applicable)
- VA funding fee (if applicable)

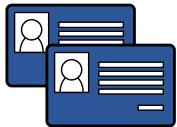


# WHAT TO PACK FOR THE CLOSING TABLE

Homebuyers and sellers should come prepared with the following items to make the closing experience as seamless as possible.



## BUYER



### Two forms of ID

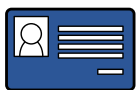
A valid driver's license and one of the following: social security card, passport or resident alien card.



### Funds for the closing

Either a wire transfer (with the bank confirmation) for the amount outlined by your escrow officer, or a cashier's check made out to Texas Title. Please know we are required to call the bank where the cashier's check was issued to verify the availability of funds. Call us before you wire and always ask questions if you have them.

## SELLER



### One form of ID

Valid driver's license or government issued photo ID.



### A voided check or your banking information

Bring this if you would like us to wire transfer your funds after closing.

*Alert your escrow officer if there are any changes to your marital status after signing the contract prior to closing. If you are using a power of attorney, the original executed document must be reviewed and approved by the title company prior to closing. The title company is required to contact the person granting power of attorney on the day of the closing.*

# APPRAISAL DISTRICTS

Collin County  
[www.collincad.org](http://www.collincad.org)

Dallas County  
[www.dallascad.org](http://www.dallascad.org)

Denton County  
[www.dentoncad.com](http://www.dentoncad.com)

Ellis County  
[www.elliscad.org](http://www.elliscad.org)

Hood County  
[www.co.hood.tx.us](http://www.co.hood.tx.us)

Hunt County  
[www.hunt-cad.org](http://www.hunt-cad.org)

Johnson County  
[www.johnsoncad.com](http://www.johnsoncad.com)

Kaufman County  
[www.kaufman-cad.org](http://www.kaufman-cad.org)

Parker County  
[www.parkercountytx.org](http://www.parkercountytx.org)

Rockwall County  
[www.rockwallcad.com](http://www.rockwallcad.com)

Tarrant County  
[www.tad.org](http://www.tad.org)

Wise County  
[www.wise-cad.com](http://www.wise-cad.com)

## HOW IS PROPERTY ASSESSED?

Determining a property's market value is the first step in assessing. In order to estimate the market value, the assessor can use three different methods. They have the option of choosing any one or any combination of the three.

A property's value can be estimated in three different ways:

### 1. Sales Evaluation

The assessor compares the property to similar properties that have recently sold in the area. This approach is typically used to value residential, vacant, and farm properties.

### 2. Cost Evaluation

The assessor determines your property value based on how much it would cost to replace it, using today's labor and material prices minus depreciation plus the market value of the land. This approach is typically used to value industrial, special-purpose and utility properties.

### 3. Income Evaluation

The assessor determines your property value based on how much income you would make from the property if it were to be rented. Using this method, the assessor considers the costs of maintaining the property, managing the property, insurance, and taxes, as well as the return you could reasonably anticipate from the property.



# UTILITY SERVICES DFW

## WATER, SEWAGE & WASTE

<b>Addison</b>	(972) 450-7081	<b>Farmers Branch</b>	(972) 919-2525	<b>Plano</b>	(972) 941-7105
<b>Aledo</b>	(817) 441-7016	<b>Farmersville</b>	(972) 782-6151	<b>Ponder</b>	(940) 479-2396
<b>Allen</b>	(214) 509-4560	<b>Fate</b>	(972) 771-4601	<b>Princeton</b>	(972) 736-2416
<b>Alvarado</b>	(817) 790-3351	<b>Flower Mound</b>	(972) 874-6010	<b>Prosper</b>	(972) 347-2741
<b>Anna</b>	(972) 924-3325	<b>Fort Worth</b>	(817) 392-8210	<b>Red Oak</b>	(972) 617-0307
<b>Argyle</b>	(940) 464-7273	<b>Frisco</b>	(972) 335-5575	<b>Reno</b>	(817) 221-2500
<b>Arlington</b>	(817) 275-5931	<b>Garland</b>	(972) 205-2671	<b>Richardson</b>	(972) 744-4120
<b>Aubrey</b>	(940) 440-9343	<b>Grand Prairie</b>	(972) 237-8413	<b>Richland Hills</b>	(817) 299-1800
<b>Azle</b>	(817) 444-2541	<b>Grapevine</b>	(817) 410-3173	<b>Roanoke</b>	(972) 491-6099
<b>Bedford</b>	(817) 952-2112	<b>Haltom City</b>	(817) 222-7717	<b>Rockwall</b>	(972) 771-7736
<b>Burleson</b>	(817) 426-9601	<b>Haslet</b>	(817) 439-5931	<b>Rowlett</b>	(972) 412-6105
<b>Carrollton</b>	(972) 466-3120	<b>Heath</b>	(972) 771-6228	<b>Sachse</b>	(972) 495-1212
<b>Cedar Hill</b>	(972) 291-5118	<b>Highland Park</b>	(214) 521-4161	<b>Saginaw</b>	(817) 232-4640
<b>Celina</b>	(972) 382-2682	<b>Irving</b>	(972) 721-2411	<b>Sanger</b>	(940) 458-7930
<b>Cleburne</b>	(817) 645-0919	<b>Keller</b>	(817) 743-4060	<b>Seagoville</b>	(972) 287-2050
<b>Colleyville</b>	(817) 503-1020	<b>Kennedale</b>	(817) 985-2120	<b>Southlake</b>	(817) 748-8082
<b>Coppell</b>	(972) 304-3695	<b>Lake Dallas</b>	(940) 497-2999	<b>Springtown</b>	(972) 220-6600
<b>Copper Canyon</b>	(817) 430-3541	<b>Lewisville</b>	(972) 219-3440	<b>Terrell</b>	(972) 551-6600
<b>Corinth</b>	(940) 497-2263	<b>Little Elm</b>	(972) 294-1821	<b>The Colony</b>	(972) 625-2741
<b>Crowley</b>	(817) 297-2201	<b>Mansfield</b>	(817) 276-4200	<b>Trophy Club</b>	(682) 831-4600
<b>Dallas</b>	(214) 651-1441	<b>McKinney</b>	(972) 547-7550	<b>University Park</b>	(214) 987-5322
<b>Denton</b>	(940) 349-8200	<b>Mesquite</b>	(972) 216-6208	<b>Watauga</b>	(214) 363-1644
<b>Desoto</b>	(940) 349-8200	<b>Midlothian</b>	(972) 775-7130	<b>Waxahachie</b>	(972) 937-7330
<b>Duncanville</b>	(817) 430-3541	<b>Murphy</b>	(972) 424-6021	<b>White Settlement</b>	(972) 937-7330
<b>Eules</b>	(817) 685-1471	<b>North Richland Hills</b>	(817) 427-6200	<b>Willow Park</b>	(817) 441-2858
<b>Fairview</b>	(972) 562-0522	<b>Parker</b>	(972) 442-4105	<b>Wylie</b>	(972) 442-8130

## ELECTRIC/GAS

<b>Ambit Energy</b>	(940) 735-5572
<b>Atmos Energy</b>	(800) 460-3030
<b>Coserve Electric</b>	(800) 566-2314
<b>Denton Electric</b>	(940) 349-8700
<b>Oncor Electric</b>	(888) 313-6862
<b>Reliant Energy</b>	(866) 222-7100
<b>Tri-County Electric</b>	(817) 431-1541
<b>TX New Mexico Electric</b>	(888) 866-7456
<b>TXU Energy</b>	(800) 242-9113

## TELECOMMUNICATIONS

<b>AT&amp;T</b>	(940) 735-5572
<b>Charter Communications</b>	(800) 460-3030
<b>Dish Network</b>	(800) 566-2314
<b>DirecTV</b>	(940) 349-8700
<b>Frontier Communications</b>	(877) 980-3616
<b>One Source Communication</b>	(888) 313-6862
<b>SBC</b>	(866) 222-7100
<b>Suddenlink</b>	(817) 431-1541
<b>Time Warner</b>	(800) 242-9113

# WHY IS TITLE INSURANCE IMPORTANT?

When any real estate is purchased, it's prudent to obtain homeowners coverage to cover loss from fire, storm damage or theft. Some purchasers of residential property will purchase mortgage life insurance to pay the debt in full in the event of the mortgager's death. Neither of these policies cover one of the most important aspects of any real estate purchase – the rights of clear and equitable title and ownership of the property. An owner's policy is the only way to ensure complete title protection for new owners and their investment. A property's title relates to all your legal rights to own, use and dispose of real estate, both land and improvements. Title insurance protects against the possibility of future loss in the event legal rights of ownership to a specific property is challenged. The two most common types of title insurance are: an owner's title policy and loan policy.

The loan policy protects a lender in a real estate transaction, ensuring they have first lien position and good equitable title up to the amount of the value of the policy, which is typically the loan amount. A loan policy is effective for as long as the mortgage is in force.

An owner's policy protects the buyer or new owner of the property against loss up to the full value of their policy, which is typically the amount of their investment or the sales price of the property. The owner's policy is effective for as long as the owner or their heirs own the property. An owner's policy in Texas is optional and may be refused, but this is not advisable. All prudent lenders will require a loan policy.

## COVERAGE PROVIDED BY AN OWNER'S POLICY

An owner's title policy protects the new owner's interest in the real estate purchased from claims, such as:

- Mistakes in recording of legal documents
- Undisclosed or unknown heirs
- Prior owners who did not divest themselves properly
- Fraudulent or forged deeds and wills
- Deeds by minors or persons of unsound mind
- Deeds executed under an invalid or expired power of attorney
- Liens for unpaid taxes or homeowner association dues and assessments
- Unreleased liens

For an affordable, one-time premium paid at closing, your title insurer may assume responsibility for certain covered risks associated with the ownership of your property. If the defense is unsuccessful, then the title insurer may reimburse the insured up to the face value of the policy.

## TITLE SEARCH VS. TITLE EXAMINATION

Some industry investors mistakenly believe a title search will be able to offer the protection needed for purchasing real estate. In reality, a title search is simply an abstract or a report/record of all county recordings filed against a particular property, and includes current vesting and third-party claims filed of record. Title companies will offer a "search" or "abstract certificate" at a very reasonable cost, but it's not insurance. Once title is requested, a title company will take the search documents and examine each and every one to determine:

- All prior owners properly divested themselves of title
- All prior liens were released from the property
- Any documents are filed against a particular name or names, etc.

The compilation of the resulting title commitment will explain all findings and necessary requirements to cure any title issues so that good and equitable title may be delivered via the final title policy.

# WHY TEXAS TITLE?

Texas Title is a Texas-based full-service title agency founded in 2013 by attorneys Robert Karlseng and Claude Rich. We offer competitive escrow and title solutions complemented by a strong tradition of grassroots standards. Our centralized order processing platform ensures exceptional relationship management and an efficient, streamlined closing.



## **We're attorney-owned and operated.**

This means we can offer a specialized set of legal, escrow and title services that provide our clients and customers with a competitive advantage. If you need legal counsel, our attorneys are available to answer your questions. WE prioritize YOU, our client.



## **Our law firm is local to Texas.**

Since we're local, you get your legal questions answered in a timely manner, instead of being referred to a real estate attorney you don't know. We keep it personal.



## **Our education platform allows us to invest in our clients.**

We focus on investing in the education of our clients by providing the best continuing education courses in DFW. We regularly create courses that are specifically requested by agents and real estate professionals to provide the specialized and tailored programming they need.



## **We create custom solutions.**

We recognize that each lender, realtor, borrower or homeowner is different. When problem solving, we focus on creating custom solutions that meet the needs of our clients.



# FREQUENTLY ASKED QUESTIONS

## TITLE INSURANCE

### WHAT IS TITLE INSURANCE?

Title insurance is a policy that protects the insured from a financial loss related to the ownership of a property. A property's title relates to all your legal rights to own, use and dispose of real estate, both land and improvements. Title insurance protects against any possibility of future loss in the event legal rights of ownership to a specific property are challenged. The two most common types of title insurance are: an owner's title policy and loan policy.

### WHAT TYPES OF POLICIES ARE AVAILABLE?

The two most common types of title insurance are: an owner's title policy and loan policy. The loan policy protects a lender in a real estate transaction; they have first lien position and good equitable title up to the amount of the value of this policy, which is typically the loan amount. A loan policy is effective for as long as the mortgage is in force. An owner's policy protects the buyer or new owner of the property against loss up to the full value of their policy, which is typically the amount of their investment or the sales price of the property. The owner's policy is effective for as long as the owner or their heirs own the property. An owner's policy in Texas is optional and may be refused but not advisable. All prudent lenders will require a loan policy.

### WHO NEEDS TITLE INSURANCE?

Buyers, lenders and sellers all benefit from title insurance. Lenders usually require a loan policy to protect their loan. An owner's title policy protects the new owner's interest in the real estate purchased from claims, and your title insurer may assume responsibility for all legal expenses covered related to the defense of your property, if a challenge is ever made. The seller benefits from the policy because it represents a guarantee that the property being sold is free of any liens and encumbrances.



**TEXAS TITLE**

# ***EIGHT*** **TEXAS LOCATIONS** ***TO SERVE YOU***

## **ARLINGTON**

701 HIGHLANDER BOULEVARD, SUITE 105  
ARLINGTON, TX 76015  
(817) 329-1690

## **FRISCO**

5858 MAIN STREET, SUITE 140  
FRISCO, TX 75033  
(214) 618-2336

## **DALLAS**

19111 DALLAS PKWY, SUITE 120  
DALLAS, TX 75287  
(972) 733-3800

## **HOUSTON**

5300 MEMORIAL DRIVE, SUITE 460  
HOUSTON, TX 77007  
(281) 822-4111

## **DENTON**

2800 SHORELINE DRIVE, SUITE 160  
DENTON, TX 76210  
(940) 243-1200

## **MANSFIELD**

1024 EAST BROAD STREET, SUITE 104  
MANSFIELD, TX 76063  
(817) 627-8299

## **FORT WORTH**

1751 RIVER RUN, SUITE 205  
FORT WORTH, TX 76107  
(817) 329-1510

## **SOUTHLAKE**

601 ZENA RUCKER ROAD, SUITE 107  
SOUTHLAKE, TX 76092  
(817) 329-1501

"Closing on the purchase or sale of a home can be a complicated process. As a full service title company, our goal is to make the process as smooth and as easy as possible. We want to thank you for the opportunity to serve you, and hope you find Texas Title a place to call home."

- Bob Karlseng, CEO & Claude Rich, EVP

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