



**KEYNOTE PROPERTY
I N C O R P O R A T E D**

7672 Montgomery Rd., #340
Cincinnati OH 45236
Phone: (513) 396-7253
Facsimile: (513) 631-7368
Cell: 513/300-5927
Email: tobin@keynoteproperty.com

Subject: Information Needed for Home Sale

Thank you for the time you've given to us to discuss your beautiful home. We look forward to working with you to make the sale as smooth, effortless, and quick as possible. Along those lines, we will need copies of the following information: (the sooner we can get the information the better but below is the latest we can receive the information)

Prior to Making the Offer:

- **Most Recent Monthly Payment Statement for all Loans** → If faxing or making a copy often we will need a copy of the front and back side. This statement typically will show current balance, payment, loan number and escrow amount. **If taxes and/or insurance are not in escrow, present latest bill**
- **Promissory Note for all Loans** → Shows the Monthly payments, interest rate and other terms of your loan.
- **Name of Owners as they appear on the Deed**

Prior to Closing (so all forms can be complete):

- **Escrow Statement** – If the existing loan has an escrow account, contact the lender and request a escrow account statement showing the current balance in the escrow account.
- **Contact information for:**
 - **All Lenders** – both where to send payments and where to send correspondence.
 - **Insurance Company** – both where to send correspondence and of current insurance agent.
 - **Home Owner's Association**
- **Most recent Tax Bill**
- **Most recent Insurance Summary Sheet**
- **Property Disclosure Statement**
- **HUD-1 Closing statement** used when you purchased the home
- **Deed**, if one is available

Helpful to have but not required:

- **Listing sheet** of home, from builder or previous Real Estate Agent.

Prior to or when taking Possession:

- **Homeowners Insurance Policy**
- **Property Survey** (if available)
- **Home Owner's Association information** → including policies, restrictions
- **Mortgage(s)**
- **All Home related Information** → including owners manuals for all Appliances, lot maps, builder's information, and any other information in regard to the home.

If you have any question in regard to the information being requested above, please call us at **(513) 396-SALE**. Thank you.

Sincerely,

Dave Tobin

*David Tobin, as President
KeyNote Property, Inc.*