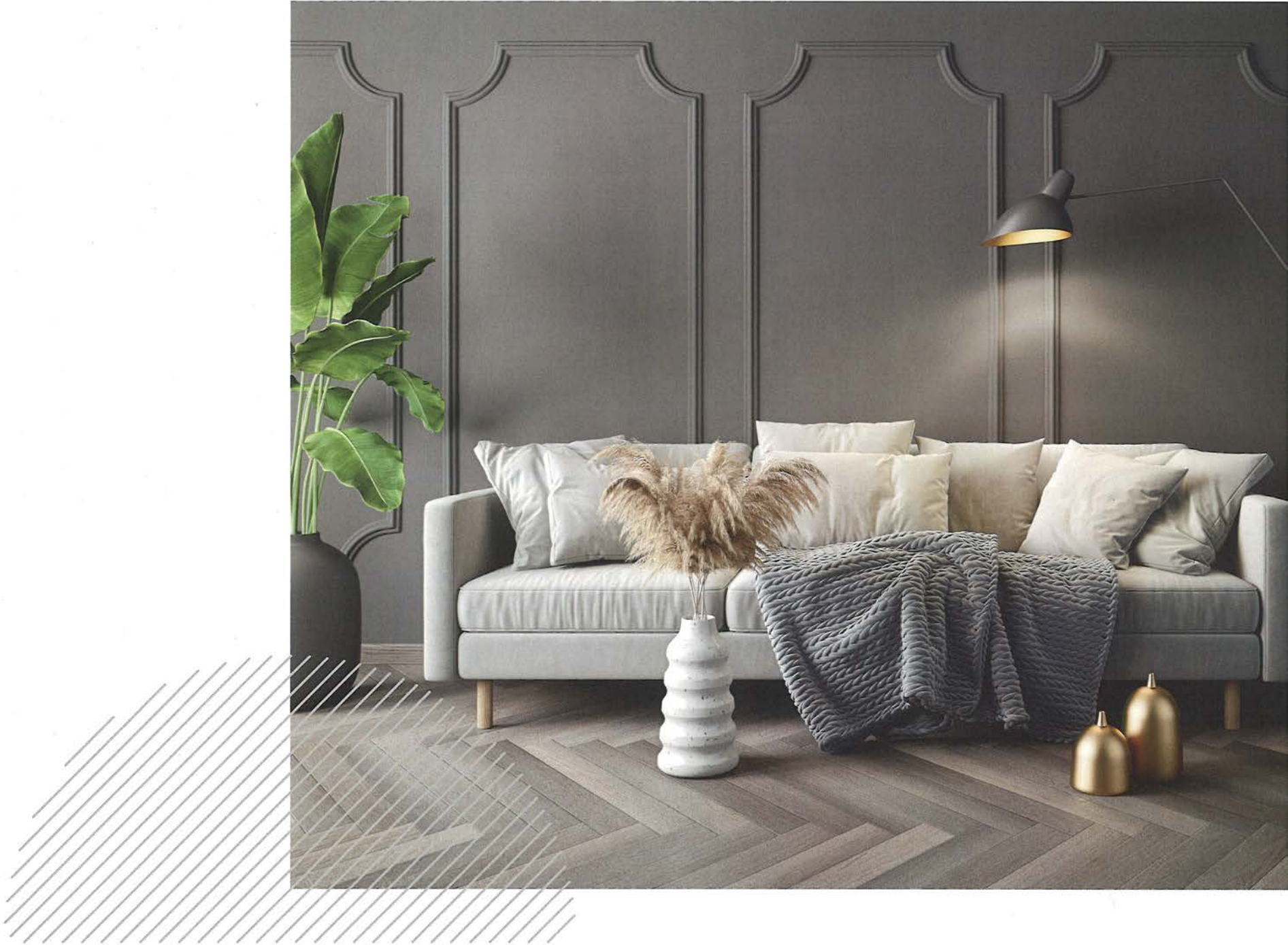




HOME SELLER'S GUIDE



CHICAGO TITLE
Hesse

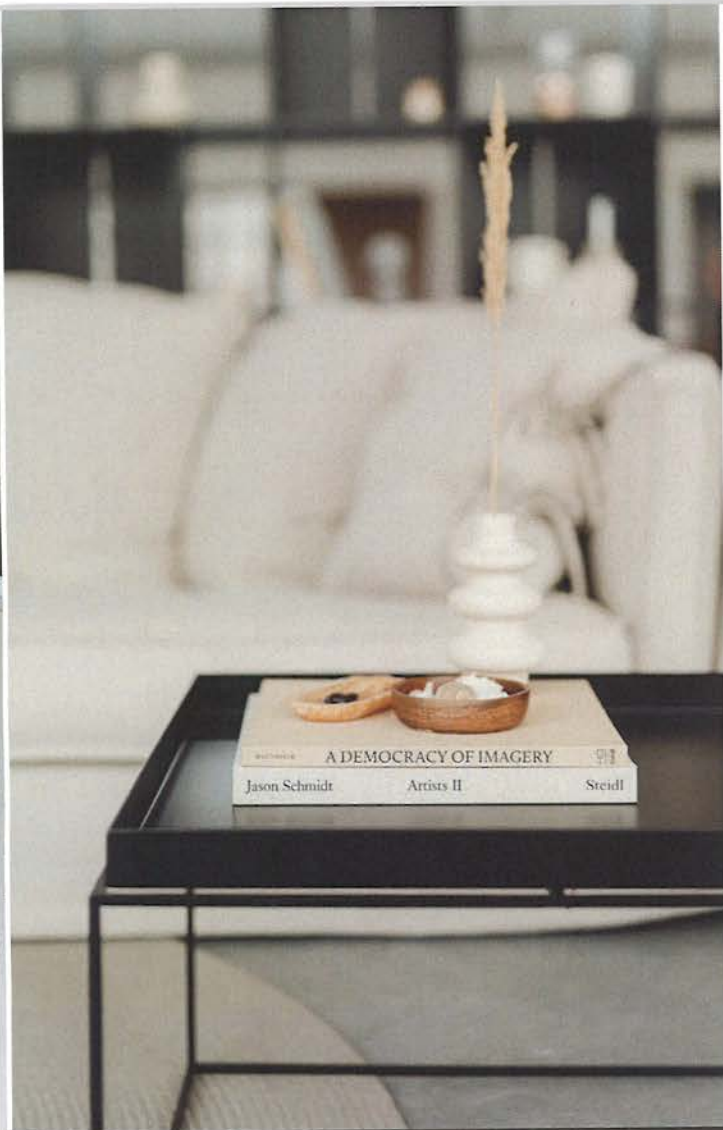




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www.ChicagoTitleHesse.com



Why Chicago Title - J. Marc Hesse, PC?

Since 1847, the experience and dedication of our full-service, nationwide network of professionals has been a top priority. Chicago Title offers competitive closing costs, expert title searches and examination, which yield a timely and first class closing experience.



About Us



Protection

Together with our parent company, Fidelity National Financial, Inc. (FNF), we are the industry leader in all measures of financial strength. This unmatched financial power offers you the peace of mind and protection you need in the event that your property ownership is ever challenged.



Experience



Not only do we insure the Title for your transaction, but we also strive to provide the top quality of service throughout the entire process. With over 100 years of combined experience in the Title Industry, we handle each transaction with unmatched integrity, expert communication, and dedication that fosters the reliability and foundation for building and maintaining relationships throughout the DFW metroplex. We work alongside our in-house attorneys each day to provide our customers the comfort of knowing we will handle any of your needs to achieving your financial investment goals.

TITLE INSURANCE



What is Title Insurance?

Title insurance is different from other forms of insurance because it insures against events that occurred before the title policy is issued, as opposed to insuring against events in the future, as health, property and life insurance do. Title insurance is in essence loss prevention insurance.

When purchasing real estate, it is of utmost importance that you receive clear title to the property. In order to do so, you must first be informed of any existing rights or claims that may be asserted against the property, then any of those rights or claims that are unacceptable to you must be resolved or extinguished prior to your purchase of the property.

In Texas, many property records go back to grants from the 1880s, consequently it is important that the full history of the property is thoroughly researched and presented to you.

When is the Premium Paid?

Unlike other forms of insurance, for a relatively low one-time premium, the original title premium is your only cost protecting you for as long as you and your heirs own the property. The premium is paid at closing and there are no annual payments to keep your Owner's Title Insurance Policy in force. Rates for title insurance are regulated by the state and are promulgated in Texas. Chicago Title of Hesse, J. Marc Hesse PC makes no express or implied warranty with respect to the information contained herein and accepts no liability for the consequences of any actions taken on the basis of said information.
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Top 3 Reasons Why You Should Have Title Insurance

1. A property may have changed ownership multiple times over the years through events such as sale, marriage, divorce, inheritance, foreclosure, bankruptcy, etc. Title insurance provides you the assurance that a comprehensive search and review of public records has been performed from potentially hundreds of sources including tax records, federal, state and local records, court judgments, and deeds in order to call to your attention any discovered rights or claims against the current or past owners that could have an impact upon title of the property. Once reported to you, these matters can be accepted, resolved or extinguished prior to closing the transaction.

2. Title insurance also provides coverage for future claims or future losses that could threaten ownership of the property due to undiscovered title defects covered by your title insurance policy that are not shown in the public records such as forgery, incompetence, incapacity of the parties, fraudulent impersonation and unknown errors in the records created by some past event.

3. Title insurance helps speed up negotiations when you are ready to sell your property or obtain a loan. Existing title insurance policies can help eliminate delays when passing your title onto someone else. Title insurance also covers attorney's fees and court costs for covered claims. Claims will be disposed of, or you will be reimbursed exactly as your title policy provides..

GLOSSARY

Earnest Money

is a deposit made to a seller that represents a buyer's good faith to make a purchase such as the acquisition of a new home. The money gives the buyer extra time to get financing and conduct the title search, property appraisal, and inspections before closing

Disclosures

The disclosures relevant to a property will include all information that the sellers are aware of regarding the property, including any issues that require repair.

Inspection Contingency

Allows buyers to void the contract or negotiate for repairs if the home inspection reveals issues with the property

Appraisal Contingency

Allows buyers to void the contract or negotiate the sales price if the appraised value is lower than the negotiated sales price

Home Inspection

A home inspection is a formal assessment of the existing state of the real estate asset. Home inspections assist in figuring out whether any repairs to the property are necessary to get it back in functioning order.

Comparable

Comparables are a list of recent asset sales that correspond to the characteristics of the asset an owner is looking to sell, and they are frequently used in real estate to determine a home's fair market value.

Title Search

A title search will demonstrate that the real estate being sold does indeed belong to the seller.

Counter-Offer

An offer, made in response to a previous offer, that rejects all or part of it while enabling negotiations to continue towards a mutually-acceptable sales contract.

Closing Costs

The costs to complete a real estate transaction in addition to the price of the home, to include: points, taxes, title insurance, appraisal fees and legal fees.

Closing

Keys and money are exchanged during the real estate transaction's closing phase.



6 Benefits of Using a Listing Agent

Listing agents know how to price houses:

Real estate agents use data and market knowledge to set a competitive listing price for your home — they don't just guesstimate the best price.

Listing agents know what local buyers want:

Local listing agents know from experience and research what home features are popular with buyers. This knowledge can end up saving you money when you're prepping your home for sale.

Listing agents are pro marketers:

Successfully marketing a home to potential buyers takes a lot of time and effort. So much effort, in fact, that many people give up. The National Association of Realtors found 28% of FSBO sellers ended up hiring a real estate agent after trying to market the home on their own.

Listing agents can list your home on the MLS:

Only licensed real estate agents can list homes on the Multiple Listing Service (MLS) — the online database where houses are listed for sale. It's important to get your house on the MLS because 97% of all buyers use the internet to search for homes.

Listing agents have a strong network of contacts:

A realtor's connections in your community could help to speed up your sale. Listing agents can notify other agents the moment your house is on the market, and they can even reach out to prospective buyers who they may have met or worked with in the past.

Listing agents can handle the paperwork:

Home sales require dozens of important legal documents, and it can be difficult for inexperienced sellers to keep all of the paperwork straight. It's best to have a real estate agent handle the paperwork for you since they know what they're doing and they have the support of a brokerage that can ensure your entire transaction is valid.



SELLING YOUR HOME



Everyone knows the importance of making a good first impression. Staging your home highlights its best features. Keeping it neat and clean at all times also makes your home more appealing to prospective buyers, who can drop by at a moment's notice.



TIPS FOR MAXIMIZING INTEREST IN YOUR HOME

Curb Appeal

First impressions are everything. In the months leading up to listing your home for sale, put in a little sweat equity to create killer curb appeal. Prune the bushes, power wash the fence and never underestimate the impact of a fresh coat of paint on the shutters, siding or doors. Replace your old mailbox and house numbers or give them a facelift with spray paint. If your porch or stoop has room for furniture, add a couple of chairs to expand your outdoor living space.

Make the Bedrooms Luxe

Create an inviting and serene main bedroom with a well-made bed covered in luxurious linens. Tucking a large comforter into a soft-colored duvet will give your bed that plump and plush look that you see in high-end hotels. Use a solid color duvet and add color with shams, throw pillows and extra blankets. Keep nightstands uncluttered and remove personal items.

Rethink Furniture Placement

Furnish your space by floating furniture away from walls. Reposition sofas and chairs into cozy conversational groups, and place pieces so that the traffic flow in a room is obvious. Not only will this make the space more user-friendly, but it will open up the room and make it seem larger.

Make it Neutral, But Not Boring

You've probably already heard one of the major rules of home staging is to keep everything neutral. Yes, you want to appeal to the most possible buyers with a palette everyone can agree on, but you also don't want your house to be dull and boring. If your walls are a bold hue, paint them a middle-of-the-road, light color that will brighten the space. But that doesn't mean you can't use accent colors to infuse some personality.

Amp Up The Lighting

One of the things that make staged homes look so warm and welcoming is great lighting. Increase the wattage in your lamps and fixtures. Aim for a total of 100 watts for every 50 square feet. Make sure you have three types of lighting: ambient (general or overhead), task (pendant, under-cabinet or reading) and accent (table and wall).

Kitchens Sell Houses

Any updates you make have the potential to go a long way, and they don't have to be expensive; some upgrades can be accomplished with mostly elbow grease. Start by showing off your storage. Pack up the seldom-used small appliances and holiday dishware for your next house and use up all the dry goods in the back of the pantry. Clear clutter off the countertops. Consider giving your cabinets a facelift with paint; go for classic white or try a dark neutral like gray or slate blue. At the very least, change the outdated hardware for an easy DIY. A corroded faucet or one caked with hard-water stains can be a big turn-off; swap it out for one with style and added function.

Declutter

The most important thing you can do to prepare your home for sale is to get rid of clutter. One of the major contributors to a cluttered look is having too much furniture.

Depersonalize

Potential buyers want to be able to picture themselves in your home, and that's hard to do if all they see are your personal items. Remove family photos, your kids' artwork, framed diplomas and personal collections. Pack these items up to take to your new home and replace them with generic artwork.

Add Pleasant Aromas

A nice smell can have an immediate effect on the way we feel and think. Put your potential buyers in the right mood by making sure your home is filled with pleasant aromas.

Temperature

Maintain a comfortable temperature so prospective buyers feel at ease touring your home.

Erase Signs of Pets

We totally understand how much you love your pets (we do too), but potential buyers may be turned off by pet odors or be allergic to fur and dander. Thoroughly clean the areas where your pets spend most of their time and add air fresheners. When potential buyers come calling, throw the pet beds, crates, toys, food dishes and litter boxes in your car then take Fido or Fluffy for a walk in the park.

PRICING YOUR HOME TO SELL

CURRENT MARKET VALUE

The best way to assess the current market value of your home is to ask a real estate agent to 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.

CONSIDERATIONS WHEN SETTING THE PRICE

- **Location:** A desirable 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 between 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.

COMMON TERMS

Days on Market (DOM)

The number of days a property has been listed on the market. A higher DOM can signal an unrealistic sales price.

Inventory

The number of homes for sale on the Multiple Listing Service (MLS). A small inventory indicates a high demand; 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.



Once you are ready to put your home on the market, it is important to price it to sell quickly and close to your initial list price. Many factors contribute to the value of your home. Understanding them and enlisting the help of a real estate agent can help you price your home to sell.

Essential Closing Information

Conducting your home closing with the utmost care and attention to detail is a responsibility that Chicago Title Hesse takes very seriously. To facilitate a smooth closing, here is some essential information that you should generally expect to provide to your escrow officer.

SELLERS:

- Your marital and homestead status. This information is necessary to comply with homestead and community property laws.
- Your social security number or other taxpayer identification number. This information is required for tax reporting and may be necessary to obtain a loan payoff. In addition, oftentimes liens, judgments or lawsuits are filed against someone with the same or similar name as the seller's name. This information may help us determine whether a lien, judgment or lawsuit affects the seller's interest in the property.
- Do you have a loan on your home? If yes, provide a recent mortgage statement of account that shows your loan number, the contact information for your mortgage company and the date of your last mortgage payment to facilitate a payoff of your loan. Let your escrow officer know if you intend to make any additional payments prior to the day of closing.
- Is there a homeowner's association? If so, provide the management company's name and contact information as soon as possible. Homeowner's Associations can be slow in their response time, and this information is necessary to obtain a resale certificate.
- Has a divorce occurred? If yes, is it pending or final?

- Are you a widower or widow? Did you own your home as joint tenant with right of survivorship or as tenants in common? If you owned your home as tenants in common, is there a will? If yes, has the will been probated? If there is not a will, are there any heirs? If so, are the minors?
- How would you like to receive your proceeds? If you prefer wire transfer, you must provide the bank's name, ABA number, name on the account and account number. If you owe money at closing, the funds must be paid in the form of a certified or cashier's check.
- Will you attend the closing? Special preparations must be made in advance if you cannot attend. Call your escrow officer as soon as possible to avoid a delay in your closing.

BUYERS:

- Your lender's name and contact information
- Your homeowner's insurance company and contact information.
- Your home warranty company and contact information.

WHAT TO BRING TO CLOSING:

- Valid, government issued photo identification.
- Certified or cashier's check.
- All keys and garage door openers to the property.
- Wiring instructions (if applicable), that include your bank's name, ABA number, name on the account and account number.



Standard Texas Closing Cost Allocations

THE SELLER:

- Real estate commission
- Title Insurance premium for owner's policy
- Escrow fee (one-half)
- Payoff of all loans in seller's name
- Interest accrued to lender being paid off
- Home warranty (or according to the contract)
- Any judgments, tax liens, etc., in seller's name
- Any taxes due
- Tax proration (through date of closing)
- Any applicable homeowner's association dues
- Recording charges to clear all documents of record in seller's name
- Any bonds or assessments
- Accommodation signing fees for mail-out closings (if applicable)

THE BUYER:

- All new loan charges
- Prorated interest on new loan
- Escrow fee (one-half)
- Title insurance premium for lender's policy
- Homeowner's insurance premium
- Inspection fees
- Accommodation signing fees for mail-out closings (if applicable)
- Tax proration (from date of acquisition)
- Recording charges for all documents in buyer's name



Seller's Checklist

PRIOR TO CLOSING:

Provide Chicago Title Hesse with current loan company information so that the payoff statement can be ordered from your lender. If your property is subject to dues by homeowners association, provide the name and phone number of the association.

PROVIDE DOCUMENTATION OF ANY CHANGES IN MARITAL STATUS (DIVORCE, MARRIAGE, DEATH) DURING CURRENT OWNERSHIP.

IF YOU WILL NOT BE PRESENT TO SIGN DOCUMENTS AT CLOSING AND ARE PLANNING TO USE POWER OF ATTORNEY FOR SIGNATURE OF LEGAL DOCUMENTS, HAVE IT APPROVED BY THE TITLE COMPANY PRIOR TO CLOSING. THE TITLE COMPANY MUST MAKE CONTACT WITH YOU ON THE DAY OF CLOSING TO MAKE SURE YOU'RE ALIVE AND WELL AND YOU HAVE NOT REVOKED THE POA. ALSO THE TITLE COMPANY RELEASES THE ORIGINAL FOR RECORDING.

REQUIRED AT CLOSING - BRING THESE WITH YOU:

VALID DRIVERS' LICENSE, PASSPORT OR OTHER GOVERNMENT-ISSUED PICTURE IDENTIFICATION

SOCIAL SECURITY NUMBER

HOUSE KEYS, GARAGE DOOR OPENERS, WARRANTIES OR OPERATION MANUALS FOR APPLIANCES (HEATING, AC, STOVES, ETC.) TO TRANSFER TO THE BUYER.

AVOID CLOSING DELAYS:

THE LENDERS AND TITLE INSURERS REQUIRE SINGLE OWNERS WHO HAVE BEEN MARRIED DURING THE COURSE OF OWNERSHIP OF THE PROPERTY TO HAVE THE SPOUSE JOIN IN SIGNING THE DOCUMENTS AT CLOSING.

AFTER CLOSING::

CANCEL YOUR HOMEOWNERS INSURANCE WITH YOUR INSURANCE AGENT IF YOU ARE MOVING FROM THE PROPERTY AFTER CLOSING AND FUNDING. IF YOU ARE REMAINING AT THE PROPERTY AFTER CLOSING, YOU SHOULD NOTIFY YOUR AGENT OF THIS CHANGE.

YOUR LENDER WILL REFUND ALL MONIES LEFT IN YOUR ESCROW ACCOUNT APPROXIMATELY 12 TO 30 BUSINESS DAYS AFTER HE RECEIVES THE PAYOFF FUNDS. THE LENDER WILL MAIL A PACKAGE CONTAINING YOUR ORIGINAL PROMISSORY NOTE MARKED "PAID" AND OTHER LOAN FILE DOCUMENTS. RETAIN THESE DOCUMENTS FOR FUTURE REFERENCE. THEY MAY ALSO INCLUDE A RELEASE OF LIEN DOCUMENT. THIS DOCUMENT MUST BE RECORDED WITH THE COUNTY CLERK'S OFFICE TO REMOVE THE LIEN OF RECORD.

YOUR CLOSING STATEMENT SERVES AS A SUBSTITUTE FROM 1099 FOR TAX PURPOSES.

CLOSING DAY REMINDERS



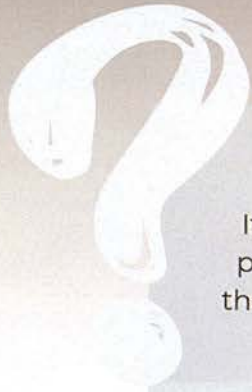
THE SELLER

- Bring your check/wiring information in order to receive your proceeds
- Bring a valid, unexpired government issued form of identification to closing, such as a driver's license or passport
- Cancel/transfer utilities, homeowner's insurance & flood insurance upon funding
- House keys
- Garage door openers
- Gate codes
- Mailbox keys
- Owner's manuals
- Trash pick-up dates
- HOA/neighbor information

THE BUYER

- Bring closing funds (cashier's check or wire transfer) to Chicago Title Hesse.
- Bring a valid, unexpired government issued form of identification to closing, such as a driver's license or passport
- Set up/transfer utilities, homeowner's insurance & flood insurance
- Render your new property with the county appraisal district
- File your Homestead Exemption form (if applicable)

THU	FRI	SAT
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9	10	11
16	17	18
23	24	25
30	31	



FREQUENTLY ASKED QUESTIONS

Will You Be Protected?

It is of utmost importance that you are protected against pre-existing title defects to the property when you purchase real estate. In order to do so, you must first be informed of any existing rights or claims that may, in the future, threaten your title and possession to the property. Title insurance provides you with this protection.

How Does Chicago Title Hesse Find Out What Title Risks Exist?

In order to determine the status of title, Chicago Title Hesse conducts a diligent search of the public records for all documents associated with the property. Chicago Title Hesse then examines those recorded documents in order to determine if there are any rights or claims that may have any impact on the title to the property. The title search may reveal the existence of recorded defects, encumbrances, or liens on the title such as unpaid taxes, unsatisfied mortgages, judgments and tax liens against the current or past owners, easements, restrictions and court actions. Matters that are discovered in the search can be excepted, resolved or extinguished prior to the closing of the transaction. In addition, you are protected against any loss or damage resulting from recorded defects, encumbrances, or liens that are within the scope of coverage of the particular policy issued in the transaction.

Could There Be Hidden Title Risks?

The title to the property that you have purchased could be seriously threatened or lost completely by hazards which are considered "hidden risks." These "hidden risks" are those matters, rights or claims that are not shown by the public records and, therefore, are not discoverable by a search and examination of those public records. Matters such as forgery, fraudulent impersonation, incompetency or incapacity of the parties, and unknown errors in the records are examples of "hidden risks" which could provide a basis for a claim after you have purchased the property. The policies issued by Chicago Title Hesse protect you against many of these "hidden risks."

How Does a Title Insurance Policy Protect An Insured Owner?

In the event of a covered matter affecting your title, your title insurance policy may protect you in various ways including: (1) Defending your title, (2) Bearing the cost of settling the covered matter, or (3) Paying you for the loss due to the covered matter.



CONTRACT TO CLOSE STEPS

Signed contract & earnest money are received at Chicago Title Hesse.

Chicago Title Hesse closer enters the title order into the system.

Property is researched by the title department. Title search includes search of the history of the property owner records, liens, clouds on titles and documents filed by legal description. Also included is a search of buyer and seller liens, divorces, probates, lawsuits, documents filed by person's name, and more.

Commitment for title insurance issued and sent to all the parties. Clear title, order payoff, survey and taxes.

Escrow department received closing instructions and closing disclosure from lender and prepares documents.

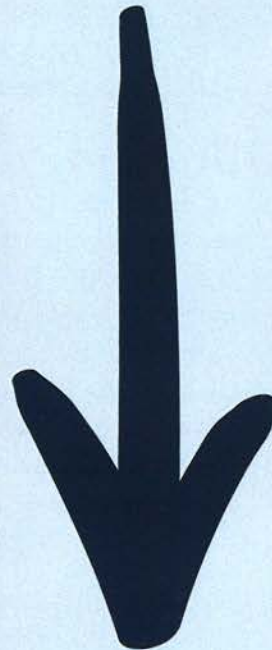
Buyer applies for mortgage loan and the application process is started.

Within 3 days, the loan estimate is sent to the borrower.

Information gathered, packaged and then submitted to the underwriter. Buyer's loan is approved!

Commitment for title insurance issued and sent to all the parties. Clear title, order payoff, survey and taxes.

Closing disclosure will be sent to the borrower three business days prior to closing for review.



Parties are ready to close!

Closing & Funding - Congratulations!



HELP PROTECT YOURSELF FROM WIRE FRAUD



What is wire fraud and can it affect me?

What is a wire transfer?

A wire, or wire transfer, is an electronic transfer of money across a network from one bank or credit union to another. With a wire transfer, no physical money moves between bank locations, but people or entities are able to “wire” money to another person or entity as long as they have a bank account. Wire transfers are typically used in most real estate transactions because funds are received more quickly (usually the same day), and there are no holds placed on the money once received.

What is wire fraud?

Wire fraud typically involves a hacker that gains access to an email account and posing as a trusted party involved in your real estate transaction. This could be someone pretending to be your real estate agent, loan officer, title agent, or even an attorney. Once the hacker has access to a trusted email account, the hacker sends an email from that account or from a similar account that looks “almost” the same as one of the parties in the transaction – with information related to your transaction, including wire instructions for your closing funds. If you react to that email, your funds could be sent to an account controlled by the hacker. Once receipt of the money is confirmed, the hacker immediately withdraws your funds from that account using multiple transfers to accounts, normally outside the United States. Once these transfers occur, the likelihood of recovery is small, if at all.

What are wire instructions?

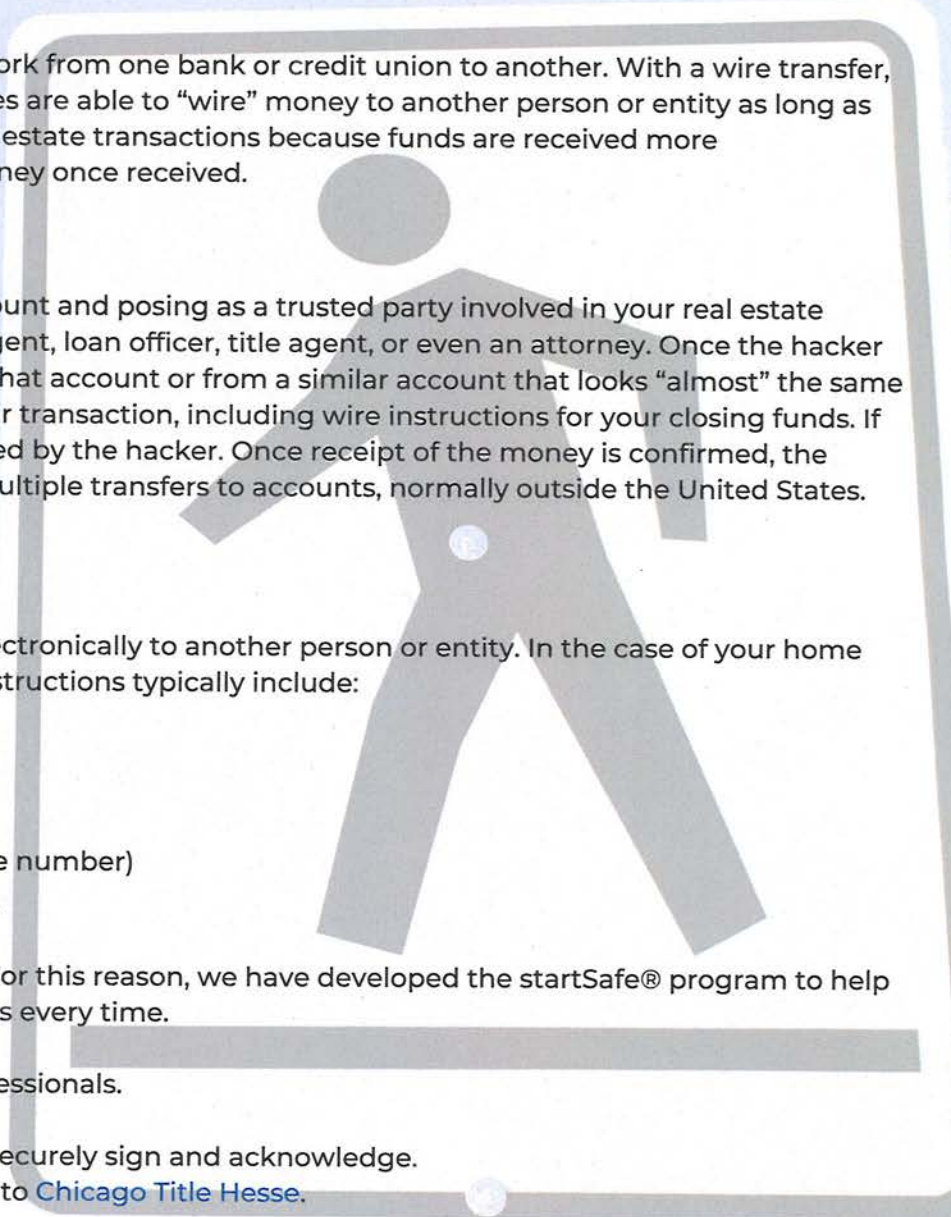
Wire instructions are the directions you follow when sending money electronically to another person or entity. In the case of your home purchase, the funds are typically sent to your settlement agent. Wire instructions typically include:

- Bank Name and Address
- Bank ABA Number
- Bank Account Number
- Account Holder's Name
- Reference Information (in real estate transactions, this is usually a file number)

There are steps you can take to help protect yourself

Wire fraud is real and home buyers and sellers are the biggest targets. For this reason, we have developed the startSafe® program to help educate customers on wire fraud. Be WireSafe by following these 5 steps every time.

- Open the email from Chicago Title to begin the startSafe® process.
- Establish a secure communication channel with our settlement professionals.
- Review and provide information for each question.
- Review the WireSafe wiring instructions or other forms and click to securely sign and acknowledge.
- Securely submit the updated information and signed WireSafe form to [Chicago Title Hesse](#).





CHICAGO TITLE Hesse



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Dallas, Texas 75231
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CELINA BRANCH

1212 S Preston Rd, Suite 220
Celina, Texas 75009
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LEGACY COMMONS BRANCH

5560 Tennyson Parkway, Suite 260
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PLANO PARKWAY BRANCH

1400 Preston Road, Suite 100
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