



**WHAT
TO EXPECT
WHEN
YOU'RE
SELLING
YOUR HOME**

We hear
congratulations
are in order.

You've spruced up your pad, set your sites on a new spot to call home and are ready to set off on an amazing adventure. No, not to Bali - but close! You've already taken the first steps towards selling your beautiful home.

Never fear, brave adventurer. You are not alone on this journey. Your Real Estate Agent will see you through the thick of it, and as your Settlement provider, the team here at JetClosing is ready and happy to help as well. This guide is a good place to start.

Within these pages you will find the answers to exciting questions like:

When do I get my check?

What's insurance got to do with it?

Is there a decoder ring for all this crazy terminology?

Will someone finally explain what escrow is?

And more!

I know, I know. It sounds like a lot, right? But here's some great news - you have a Settlement team with decades of experience dealing with this stuff, **so you don't have to go it alone.**

We love what we do. It's why we get out of bed every morning. And we know **how important this moment is to you.** We've got your back, and if there's ever something you need along the way, your JetClosing team is just a mouse click or phone call away.

READY TO
LEARN MORE?
LET'S GO.

YOUR FIELD GUIDE TO SELLING

Need something?
Here's how to reach
your team:

Your Agent

Your Jet Closing Coordinator

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Keep this info handy:

Your Jet Closing #

Your Closing Date

Real Estate Agents are professional navigators of the property world. They have seen it all – and know just how to duck, dive and barrel roll through it. Many people think they have what it takes to jump in the pilot's seat and sell their homes themselves. Take a moment to ponder the info below before you undertake this important mission on your own.

Your real estate agent:



Understands **local market conditions**



Uses their **problem solving** expertise to facilitate a successful sale



Knows how to price your home realistically, to secure you the **best price**



Isn't afraid to **go toe-to-toe** in negotiations



Creates **demand** for your home by advertising strategically



Remains **on call** answering the phone at all hours



Listens to & **respects** your opinions



Maintains **errors & omissions** insurance

Are you ready to fly solo?



Do you know how to determine whether or not a buyer can qualify for a loan?



Are you prepared to give up your evenings and weekends to show your home to potential buyers and "looky lous"?



Are you familiar enough with real estate regulations to prepare a sales contract?



Do you have the knowledge and sales skills needed to sell your home?



Do you know how to determine your home's current market value?



Are you aware that prospective buyers will expect you to lower your cost because there is no agent involved?

CLOSING ROADMAP



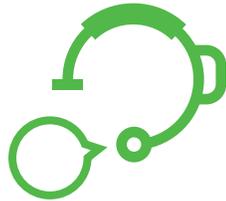
It all starts with your contract.



Your agent sends it to **Jet Closing**.



We research your new home and ask you for a little info to get the ball rolling.



We use the info you provide about your home to order payoffs, resolve title issues, prepare for closing, and talk to the Buyer.

CLEAR TO CLOSE



You sign your closing documents.



We make sure everything is signed properly.



the Buyer signs closing documents.



The Buyer sends their money to JetClosing, where we keep it safe and sound!



The transfer of ownership of your home becomes public record.



You receive the proceeds from the sale of your home!

Meet the team behind making selling your home a reality.

They say closing a real estate transaction takes a village. Actually no one says that – but it does take a lot of effort. You may not realize it, but you have a **team of industry professionals** already hard at work, selling your home. Let's meet some of the folks you'll hear from regularly on your journey.

Listing Agent

Your Real Estate Agent, also known as the Listing Agent, is your champion. They guide you in preparing your home for sale, help you determine the best market price, and list your home for sale on the MLS. Once you have a great deal secured, your agent will help guide you through the requirements needed to close your sale, on time and drama free.

Jet Closing

JetClosing is your title and escrow company. We are here to ensure you are able to transfer ownership of your property without incident, and to keep everyone up to date during the transaction. We know a lot about this process, so we're also here to answer any questions you have along the way!

Closing Coordinator

Your sale transaction is guided by a Closing Coordinator at JetClosing. It's their job to make sure all the I's are dotted and T's are crossed. They work side by side with your real estate agent to make sure nothing stands in the way of you selling your home.

Relationship Managers

JetClosing Relationship Managers are here to help with you and your agent's local needs. Whether that's picking up the Buyer's Earnest Money check or notarizing your closing documents, they are here to help!

Buyer's Agent

The Buyer's Agent represents the Buyer (pretty creative, huh?). They take the Buyer on home tours until they fall in love with just the right one. Then the Buyer's Agent will work with the Buyer's Lender and your agent to help facilitate a smooth closing.

Tips to prepare your home for sale

Keep it clean, people!

Once your house is on the market, it's time to keep things neat and tidy around your home. I know, I know - easier said than done, right? But now is the time to really make your home shine and eliminate any distractions that might keep a Buyer from envisioning themselves in your home. Now, to teach the cat how to vacuum...

Wrap up any projects

People love HGTV but most Buyers don't want to feel like they are walking into the middle of an episode. If you have any home improvement projects underway, it's time to finish those up! If there are any repairs you think might be needed, talk it over with your Agent. They can guide you as to what is most important to tackle for potential Buyers.

De-clutter and simplify

One person's treasured vacation memento is another person's clutter. While we totally dig your style, Buyers that view your home are trying to imagine their tchotchkes on the shelves. Prevent imagination roadblocks by keeping your personal items stowed out of sight.

Don't forget the daisies!

A lot of fuss and attention is made over the inside of your home, but don't lose track of what's happening outside. Try to keep your plants alive...or remove any that may have shuffled off this mortal coil.

What it is and why it's a pretty good idea.

WHAT IS TITLE INSURANCE?

Title insurance is a policy that protects a homeowner's investment & property rights. This coverage is for your Buyer, and goes into effect once they purchase your home.

WHAT IS A TITLE?

The ownership right to a home is called "Title." And there are a lot of things that could potentially interfere with that right.

HOW DOES TITLE INSURANCE EFFECT THE SELLER?

While the insurance policy doesn't cover you, part of our process to issue it is to review all of the things currently attached to YOUR title. When a Homeowner's Title Policy is purchased, our closing team works to resolve issues that could interfere with your ability to transfer ownership of your home. That's what makes Title Insurance different - we strive to reduce risk even before a policy is issued.

HOW DO I BUY TITLE INSURANCE?

The premium is a one time fee at closing.

A Homeowner's Title Insurance policy means we at JetClosing are insuring nothing stands in the way of the Buyer's ownership right. This also means we help resolve anything that could interfere with your ability to sell your home.

HOW DO WE GUARANTEE THIS?

Unlike other kinds of insurance, we research & eliminate risks before the policy is in your hands. These identified risks are outlined in a **Preliminary Title Report**. Reading this report can feel a bit like decoding the Rosetta stone. Luckily, we are fluent in Title. Here's a synopsis of the information included in each section of the report.

SCHEDULE A

This section includes info specific to the new owners:

- Their name as they wish it to appear on Title
- Their ownership vesting
- The insurance coverage amount - which is the same as the sale price of your home
- The amount of their new mortgage loan *(if applicable)*

SCHEDULE B

This section includes info specific to your home:

- HOA Covenants, Conditions and Restrictions and By-laws
- Easements and rights of access
- Other items that will remain attached to the property, even after the home is sold.

REQUIREMENTS

This section list items that need to be resolved before closing:

- Assessments that are due
- Existing encumbrances or liens *(i.e. mortgage loans)*
- Current property taxes

Don't stress! This is the stuff your JetClosing team is tracking down to clear.

The termination or transfer of services is in your hands.

Ah, the most glamorous part of selling your home – calling the utility companies. You probably don't want to be paying for your Buyer's HBO, so it's key to notify all of your service companies of your upcoming move.

Keep in mind that some companies may require several days notice or a form to be filled out or other documentation that establishes you are authorized to make changes to the account. Don't wait until the last minute. Use our handy list to get this party started!



Home Phone



Internet



Cable TV



Security



Power



Water/Sewer



Leased Equipment



Trash/ Recycling



Newspaper



Landscaping



Recurring deliveries



Cleaning Services

No one likes a bumpy ride. There are a lot of moving parts when it comes to a real estate transaction. Here are a few handy tips for avoiding turbulence, and to ensure a smooth landing.



Ignoring Your Inbox

Your transaction might feel like information overload. We promise there are no pop quizzes – but there are some important documents that we need to get in front of you. Email is usually the best way to do this, so be sure to regularly check your inbox.

Going Radio Silent

We miss you when you go MIA! If your Closing Coordinator or Real Estate Agent are trying to get ahold of you, it's a good idea to return those messages at your earliest convenience. There are often time sensitive matters that need to be handled ASAP. Don't let unreturned correspondence be the hitch in your sale.

Unfamiliar Contacts

So, now you're watching your email like a champ – but late in the game, you start to receive emails from an unfamiliar source. Unfortunately there are nefarious folks out in the world who try to insert themselves into your business. Before you send any confidential info to a contact you don't recognize, always call a trusted source (like your Closing Coordinator) to verify the email is legit.

Standing Up Appointments

It's a busy world out there - it can be hard to stay on schedule. If you do have to cancel an appointment, it's OK! Just let your Agent or Closing Coordinator know as soon as you can. They can review your transaction and help you find a time that works for you and won't delay your closing.

PREPARING FOR CLOSING

As the **big day** finally approaches, it's easy to get caught up in the excitement. You're so close, you can see the goal line from here. Before you spike the ball, let's go over a few things you should know as you enter the **final moments** of your sale.



Your Closing Coordinator will be in touch to schedule your signing appointment. If you are signing locally, you are welcome to join us in one of our convenient office locations where your **Relationship Manager** will be on hand to notarize your documents.



We will send you your closing documents before your appointment. Take a few moments to **check them out ahead of time**. Your Agent and your Closing Coordinator can help answer questions before you even walk in the door to your appointment.



Your closing documents will also contain the final amount of your proceeds. If you have recently made a payment to your mortgage or mortgages, please let your **Closing Coordinator** know. You just might see this figure increase!



Now is a good time to think about where your sale proceeds should be sent. You will be provided with a form at your signing appointment, so if you're thinking of having **funds wired**, it's a good idea to track down the routing and account numbers now. And if we're wiring to an investment account, you might want to contact that institution – they often have detailed instructions.

Over the last few years, hackers have increasingly turned their focus on the real estate industry. Sophisticated phishing scams have had disastrous impact on both Buyers and Sellers alike. Their number one goal is to get their hands on your money, and will try all sorts of clever ways to do so. We'd like to fill you in on some of these "red flag" moments to be aware of, and what JetClosing is doing to protect you.

If you are unable to verify the sender of a suspicious email via a trusted source, call your Closing Coordinator for help.



Be cautious

If you receive an unexpected, urgent request for personal info

Hackers prey on the sense of urgency during closings. If you know you've already supplied this info, or the requester is overbearing, and trying to prevent you from verifying the request, this is reason for concern.

If you receive an email from a misspelled email address

Hackers are known to create email addresses designed to look as close as possible to the real deal. For example: John@reelestate.com If you receive an email from a domain that doesn't match a known sender, this is suspicious.

If you receive a message from an unfamiliar individual about your closing

Hackers spy on email conversations and attempt to insert themselves in the real estate transaction. No one should be surprising you with a "new" party.



Our promise to you

We fully comply with ALTA Best Practices (the gold standard for operational security in the Settlement Industry).

We will send every email through an encrypted TLS connection.

We will always ask for your banking instructions in person, or securely via DocuSign. This means your money will always end up where you expect it.

The moment of truth has arrived: it's time to put your penmanship skills to the test and sign your **closing documents**. Let's keep the good times rolling! Here are a few handy reminders for a smooth closing appointment.

At JetClosing, all of our closing documents are **signed electronically**. Your Relationship Manager will guide you through this process. There is one pretty important document that must be **signed in ink** – the deed that transfers the ownership of your home to the Buyer.



At your signing appointment, you will be asked to present **photo identification**. This isn't because we don't trust you! It's just a state requirement when a notarization is performed. So don't forget to bring your **driver's license or passport**.



Your JetClosing **Relationship Manager** will be your guide as you sign your closing documents. They will make sure you sign in all of the correct spots and notarize the appropriate documents. Your Relationship Manager can field questions, and your Closing Coordinator is on standby to help as well.



During your signing, you will be asked to provide **proceeds instruction**, so you get paid ASAP after closing. Please bring your banking details (and if we're sending to an investment account – all of their reference info as well). Your Relationship Manager will assist you in completing the proceeds form.

It's here! It really is happening. You have come so far, brave adventurer, and now wheels are down at your final destination. Here is what to expect on your **day of closing** and the days ahead.



After you & the Buyer have finished signing...



... the Deed that transfers ownership is sent to become part of the public record.



When the deed is recorded, it is assigned a unique number. We shout this number from the rooftops, because this is the moment your sale is complete!



Congratulations, you have just sold your home!



Money, money, money, money. Muh-nay! Your Closing Coordinator will disburse your proceeds via the instructions you provide during your signing.



We will send you an email with a copy of all of your signed closing documents enclosed. Pro tip: hang onto your Settlement Statement for your federal tax filings.

All that's left to do now: celebrate* your next adventure!

* We recommend a good end zone dance a la Victor Cruz.

Amendments

A change—either to alter, add to, or correct—part of an agreement without changing the principal idea or essence.

Appraisal

An estimate of value of property resulting from analysis of facts about the property; an opinion of value.

Assumption

Taking over another person's financial obligation; taking title to a parcel of real property with the Buyer assuming liability for paying an existing note secured by a deed of trust against the real property.

Beneficiary

The recipient of benefits, often from a deed of trust; usually the lender.

Close of Escrow

Generally the date the documents are recorded and title passes from Seller to Buyer. On this date, the Buyer becomes the legal owner, and title insurance becomes effective.

Comparable Sales

Sales that have similar characteristics as the subject real property, used for analysis in the appraisal. Commonly called "comps."

Deed of Trust

An instrument used in many states in place of a mortgage.

Deed Restrictions

Limitations in the deed to a parcel of real property that dictate certain uses that may or may not be made of the real property.

Earnest Money Deposit

Down payment made by a purchaser of real property as evidence of good faith; a deposit or partial payment.

Easement

A right, privilege or interest limited to a specific purpose that one party has in the land of another.

Hazard Insurance

Real estate insurance protecting against fire, some natural causes, vandalism, etc., depending upon the policy. Buyer often adds liability insurance and extended coverage for personal property.

Impounds

A trust type of account established by lenders for the accumulation of borrower's funds to meet periodic payments of taxes, mortgage insurance premiums and/or future insurance policy premiums, required to protect their security.

Legal Description

A description of land recognized by law, based on government surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

Lien

A form of encumbrance that usually makes a specific parcel of real property the security for the payment of a debt or discharge of an obligation. For example, judgments, taxes, mortgages, deeds of trust.

Mortgage

The instrument by which real property is pledged as security for repayment of a loan.

Power of Attorney

A written instrument whereby a principal gives authority to an agent. The agent acting under such a grant is sometimes called an "Attorney-in-Fact."

Purchase Agreement

The purchase contract between the Buyer and Seller. It is usually completed by the real estate agent and signed by the Buyer and Seller.

Recording

Filing documents affecting real property with the County Recorder as a matter of public record.



CHECK THE
STATUS OF
YOUR
TITLE CLOSING
ANYWHERE.

Real Estate is
going digital.
Are you?



Our approach is simple. Title and escrow has transaction data, documents, and contacts. We know the transaction status. **Why not share them, in real time, so we're all on the same page?**

We started with the knowledge and insight of a veteran title and escrow team, paired them with tech industry leaders, and gave them a clean slate - to build what title and escrow should be; real-time views into title and escrow transactions with our mobile apps and desktop portal, **so there's no guesswork or uncertainty.**



jetclosing.com