JOB #TRACT #

**CONTACT INFORMATION**

**PLEASE FILL OUT AND RETURN IN THE SELF ADDRESSED, STAMPED ENVELOPE**

PROPERTY OWNER/CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEXT MESSAGE? YES NO

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The following is a list of questions that relate to the title to your property:

Yes or No

Yes or No

Yes or No

Yes or No

Yes or No

Yes or No

Yes or No

Yes or No

Yes or No

Yes or No

1. How do you hold title? Listed by each is required documentation.  
   a. Corporation?       Corporate Resolution

b. LLC?       Operating Agreement and Certificate of Good Standing

c. Single?

d. Married?

e. Widowed?       Proof of Death

f. Divorced?       Decree of Divorce and Property Settlement; QCD; new spouse? Name needed.

g. Partnership?       Copy of Agreement - Signature(s) per Agreement.

h. City?       Board Resolution (Mayor or City Clerk)

i. County?       County Judge and County Clerk

j. Trust?       Trust or recorded Declaration of Trust

h. Guardianship?       Court approval- Owner attorney petition

i. Life Estate?       LE holder birthdate

1. Have you sold any part of the property in the last year?
2. Is there a contract buyer? Need copy, if unrecorded.
3. Is there a lease? Need copy, if unrecorded.
4. Are there any judgments or liens filed in your name or on your property?
5. Has any court required you to pay support/restitution of any kind?
6. Do you have an open Bankruptcy case? Chapter 7\_, 11\_, 12\_, 13\_\_
7. Are there any signs, mobile homes, or other fixtures on the property owned by another person?
8. Is there a Life Estate interest reserved?
9. Does anyone on title have a Power of Attorney? Recorded POA in County where property is located

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