

# Assistance Option Paperwork/Closings

**Are You Currently  
A FSBO Advertiser?  
Yes or No**

For Sale By Owner (FSBO) has an assistance option program to assist you in All Areas of the Real Estate Process. FSBO has arranged discounted pricing through our referral network of recommended settlement companies. We are able to offer these huge savings to our clients because of the volume of business. Below is a list of the locations available to our clients or you may pick the most popular choice – Your Home. You may have the Settlement Company come to your home. If you would like to take advantage of our discounted services, please list the location that best serves you and whether a morning appointment, afternoon appointment or early evening appointment works best for you.

PLEASE CIRCLE THE LOCATION YOU PREFER

**IN VIRGINIA**

**IN MARYLAND**

**IN DC**

*At My Home*

*Crofton*

*DC*

*Spotsylvania*

*Silver Spring*

*Arlington*

*Fairfax*

***Closing Day!***

You are trying to:  
do walk-through,  
finish packing,  
deal with the movers,  
clean the house,  
the kids are running around.  
**Don't stress & Sit in Traffic.**  
For Only \$100 more per Seller  
and Buyer (per trip),  
you can request that the  
**Closing Be At Your Home.**  
**Our Clients Rave About  
This Service.**

(Please select two time frames labeled as 1<sup>st</sup> and 2<sup>nd</sup> choice)

*Close At Your Home Service* \_\_\_ Yes\_\_\_ or \_\_\_ No\_\_\_

*Day you Prefer to Write Contract* \_\_\_\_\_

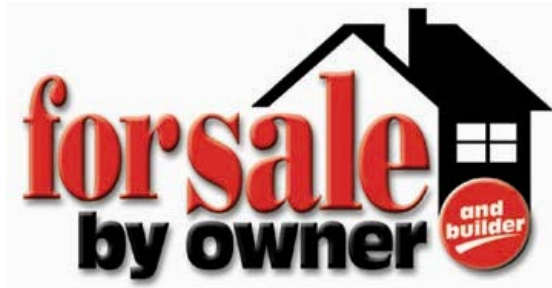
*Morning (between 8-11am)* \_\_\_\_\_

*Afternoon (between 12pm – 4 pm)* \_\_\_\_\_

*Evening (between 5pm – 7 pm)* \_\_\_\_\_

*Saturday (very limited)* \_\_\_\_\_

**Upon completion of the entire packet, you may fax back to FSBO Services. FAX: 866/485-9310.** From there, FSBO will call to set up your Appointment. After your appointment, the For Sale By Owner Services Closing Department & the Settlement Company will take over. We will get everything ordered to get you to closing. If we need anything along the way, we will call you.



# Assistance Option!

SERVING VIRGINIA, MARYLAND AND DC  
WE TAKE THE FEAR OUT OF SELLING YOUR OWN HOME  
**WE WILL BEAT ANY COMPETITOR!**  
Call 703/551-4757, 540/582-5777

## First: You Do What You Do Best...

1. **Prepare Your Home for Market.**  
(Make it as attractive as possible.)
2. **Advertise it! Show it! And Secure a Buyer.**  
(If you can show it - You can sell it!)
3. **Unlimited Phone Support** throughout the process for any questions or concerns you may have.
4. **Then Call us** when you have a Buyer to have the contract process started. **We will do the rest. All You Have To Do Is Pack.**

Consists of All Areas of the Real Estate Process Including Unlimited Phone Assistance, Paperwork to Closing (Excellent Closing Rates) The Realtors charge 3% for this... we charge \$475.00\*

**Se Habla Espanol**  
**703/551-4757**

## Then: Our Closing Department Will Do What We Do Best...

1. **Coordinate completion of appropriate paperwork.**  
(As agreed upon by you and your buyer.)
2. **Assist in meeting requirements of Purchase Agreement, as in inspections, reports & other items.**
3. **Facilitate communication between buyer and seller to help prevent disputes from arising.**
4. **Assist in meeting the requirements of the closing agent in connection with the closing on behalf of Seller & Buyer.**
5. **See that the details are handled so you don't have to and to bring your sale to closing.**



## If: A Realtor brings you a Buyer, Call Us If...

1. **You and your buyer are interested in our closing services. We have a Referral Network of Settlement Companies offering extremely reduced fees to our clients.**

## **CLOSE-AT-YOUR-HOME Voted #1 Service** *Door-to-Door Settlements*

You are trying to pack, deal with the movers, clean the house, the kids are running around....  
Don't Stress & Don't Sit in Traffic to Get to Closing. (VA clients only)

**Call for Details 703/551-4757**

PLEASE NOTE: FSBO will assist you in locating a settlement company from our Referral Network of Settlement Companies.  
\* Cost if using the recommended settlement company  
\* Does not include your closing costs.

**Your Cost**  
**\$475.00\***



# ASSISTANCE OPTION AGREEMENT

THE PARTIES HERETO ACKNOWLEDGE THAT FSBO SERVICES CANNOT REQUIRE ANY PARTY TO UTILIZE, AND CANNOT RECOMMEND TO ANY PARTY, THE SERVICES OF ANY ONE SPECIFIC COMPANY IN CONNECTION WITH THE PURCHASE, SALE AND/OR SETTLEMENT OF A DWELLING. THE UNDERSIGNED ARE AWARE OF OTHER COMPANIES OR PERSONS AVAILABLE TO PROVIDE CLOSING, SALE AND/OR SETTLEMENT SERVICES AND HEREBY AGREE THAT THE SPECIFIC COMPANY(S) OR PERSON(S) SET FORTH HEREIN HAVE BEEN SELECTED BY THE UNDERSIGNED, AS AN EXPRESSION OF THEIR DESIRE AND FREE CONSENT, HAVING MADE SUCH A SELECTION BASED ON NUMEROUS FACTORS, AFTER BEING INFORMED OF THIS DISCLOSURE IN WRITING TO EACH OF THEM AND AFTER HAVING FULL KNOWLEDGE OF THE NAMES AND LOCATIONS OF POSSIBLE ALTERNATE CHOICES OF COMPANIES AND/OR PERSONS PROVIDING SIMILAR SERVICES AND THE ESTIMATED FEES AND COSTS THAT THEY WOULD CHARGE.

Seller(s) Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

(Spouse:) \_\_\_\_\_ Date: \_\_\_\_\_

Buyer(s) Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

(Spouse:) \_\_\_\_\_ Date: \_\_\_\_\_

We have selected (Circle):

FSBO Preferred Title      or      FSBO Title

**May we suggest if you have children - select our very popular service where the Settlement Company comes to your home. Our clients love the service for only \$100 more from seller & buyer per trip – you are able to focus, while the kids can play.**

**FSBO SETTLEMENTS  
ASSISTANCE OPTION CLOSING INSTRUCTIONS**

Fax to: 866/485-9310

Phone: 703/551-4757 or 540-582-5777

Date Submitted: \_\_\_/\_\_\_/\_\_\_

**Selling (Buyer) Agent (If Applies)**

**Listing (Seller) Agent (If Applies)**

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Commission: \_\_\_\_\_ Fee: \_\_\_\_\_

Commission: \_\_\_\_\_ Fee: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

Assistant: \_\_\_\_\_

Assistant: \_\_\_\_\_

**Buyer Lender Information**

**Seller Property Information**

Loan Amount: \_\_\_\_\_ Interest Rate \_\_\_\_\_ %

Property Address: \_\_\_\_\_

Loan Type: Conv. Ins. / Conv. Un-ins / FHA / VA /

City/State/Zip: \_\_\_\_\_

Other: \_\_\_\_\_ (Circle one)

County: \_\_\_\_\_

1<sup>st</sup> Trust:

Legal description: Lot/Block \_\_\_\_\_ Section \_\_\_\_\_

Lender: \_\_\_\_\_

Phase \_\_\_\_\_ Condo Unit #: \_\_\_\_\_ Prk. Space #: \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision/Condo: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Sales Price: \$ \_\_\_\_\_ Year Built: \_\_\_\_\_

Loan Officer: \_\_\_\_\_

Year Purchased: \_\_\_\_\_ Owner title ins. Policy? Y / N

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Circle What Applies:

Processor: \_\_\_\_\_

Water Supply: Public/Well Hot Water: Oil/Gas/Electric

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sewage Supply: Public/Septic # BR

A/C: Oil/Gas/Electric/Heat Pump

Heating: Oil/Gas/Electric/Heat

Pump/Other: \_\_\_\_\_

2<sup>nd</sup> Trust:

Tentative Closing Date: \_\_\_/\_\_\_/\_\_\_

Lender: \_\_\_\_\_

Earnest Money Deposit: \$ \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Loan Officer: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Processor: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Is Home Warranty Being Offered? Y / N**

If Yes to the Home Warranty, have you already

signed up or do you need us to sign you up?

Already / Need to sign up

\_\_\_\_\_

**Buyer**

**Seller**

Buyer 1 Name: \_\_\_\_\_

Seller 1 Name: \_\_\_\_\_

Buyer 1 SSN: \_\_\_\_\_

Seller 1 SSN: \_\_\_\_\_

Buyer 1 Office Phone \_\_\_\_\_

Seller 1 Office Phone \_\_\_\_\_

**FSBO Settlements**

Buyer 1 Cell Phone: \_\_\_\_\_  
 Buyer 2 Name: \_\_\_\_\_  
 Buyer 2 SSN: \_\_\_\_\_  
 Buyer 2 Office Phone \_\_\_\_\_  
 Buyer 2 Cell Phone: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Seller 1 Cell Phone: \_\_\_\_\_  
 Seller 2 Name: \_\_\_\_\_  
 Seller 2 SSN: \_\_\_\_\_  
 Seller 2 Office Phone \_\_\_\_\_  
 Seller 2 Cell Phone: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Seller Current Address: \_\_\_\_\_  
 \_\_\_\_\_

Buyer's Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Seller Forwarding Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WHAT CONVEYS?**

Conveys			Conveys			Conveys			Conveys		
Yes	No	Item	Yes	No	Item	Yes	No	Item	Yes	No	Item
↑	↑	Stove or Rang	↑	↑	Disposer	↑	↑	Window Treatments	↑	↑	Exhaust Fan(s)
↑	↑	Cooktop	↑	↑	Freezer	↑	↑	Ceiling Fan(s) #	↑	↑	Alarm System
↑	↑	Wall Oven(s)	↑	↑	Window Fan(s) #	↑	↑	Washer	↑	↑	Intercom
↑	↑	Refrigerator(s) #	↑	↑	Window A/C Units #	↑	↑	Dryer	↑	↑	Storage Shed(s) #
↑	↑	w/ ice maker	↑	↑	Pool, Equip. & Cover	↑	↑	Furnace Humidifier	↑	↑	Garage Opener(s) #
↑	↑	Dishwasher	↑	↑	Hot Tub, Equip & Cover	↑	↑	Electronic Air Filter	↑	↑	w/ remote(s) #
↑	↑	Built-in Microwave	↑	↑	Shades and/or Blinds	↑	↑	Central Vacuum	↑	↑	Playground Eqmnt
↑	↑	Trash Compactor				↑	↑	Water Softener	↑	↑	Wood Stove
									↑	↑	Fireplace Screen

**HAVE CHILDREN - Opt to close at your home – where you can focus and the kids can play.**

**ANY CONTINGENCIES?** (Example: Sale of Home, Etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Seller Payoff Information**

1 <sup>st</sup> Trust:	2nd Trust
Lender Name: _____	Lender Name: _____
Lender Phone: _____	Lender Phone: _____
Lender Fax: _____	Lender Fax: _____
Loan / Account Number: _____	Loan / Account Number: _____
Type of Loan: _____	Type of Loan: _____

**Service Information**

Home Inspection? Y / N _____	Survey Required? Y / N Determined by Attorney
Radon Test? Y / N _____	
Lead-Based Paint? Y / N _____	Other Required? Y / N Determined by Attorney
Termite? Yes _____	

**Purchaser Hazard Insurance (If known):**

Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Account Number: \_\_\_\_\_

**Seller's Home Owner's Association (HOA):**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Contact: \_\_\_\_\_

**Home Warranty:**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Contact: \_\_\_\_\_

**Other:**

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

Please furnish copy of previous title insurance policy

Note: This information is provided to assist in preparation of the Binding Sales Contract. This form is NOT a Binding Contract to purchase the home; however it is a binding contract for hiring our services. A \$500 Penalty is charged in addition to the (\$475 Assistance Option fee or \$100 close at home fee) if either Party negates this agreement. The fee will be immediately due and payable by the breaching party. We also understand and are in agreement that if our contract to purchase the above property is cancelled for any reason, both Sellers and Buyers will be responsible for any and all expenses incurred in processing our transaction (example: title search, survey, termite inspection, etc.).

By signing below, We, the Seller(s) and Buyer(s) understand and are in agreement with all the provisions of this Assistance Option Agreement. By signing below we authorize any lender of ours to accept this executed letter by fax or copy thereof, to send pay-off or financial information to the settlement company so requesting.

X _____ Seller signature	X _____ Buyer signature
X _____ Seller signature	X _____ Buyer signature

**HAVE CHILDREN - MAKE YOUR DAY LESS STRESSFUL –**

**Opt to close at your home – where you can focus and the kids can play.**

## **CREDIT CARD PAYMENT AUTHORIZATION**

**Please Complete & Fax Back to 866-485-9310!!**

I, \_\_\_\_\_ do hereby authorize For Sale By Owner Services to place the following amount of \$\_\_\_\_\_ on my **Visa / Mastercard** to add the below service(s) to my account:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**I understand that there are NO REFUNDS – No Exceptions and have read the attached terms that may also be found on [www.gotofsbo.com](http://www.gotofsbo.com).**

My charge card # is \_\_\_\_\_

**VISA OR MASTERCARD ONLY PLEASE**

**CREDIT CARD Billing Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

Charge Card Expiration Date is \_\_\_\_\_.

3 Digit Number on Back of Card: \_\_\_\_\_

My Authorization Signature: \_\_\_\_\_

*All signage deposits and lockbox deposit are refunded within 6 weeks – upon return of all rented items.*