

Guaranteed Title and Settlement Fee Services for Residential Real Estate Investors

We understand the demands of real estate investors and cash purchasers. Knowing your costs up front is critical to deciding if a deal will work or not. That is why we have committed to provide our real estate investor clients with an easy and reliable way of making the decision to work with our office. Our fees for the services listed below are guaranteed. You choose what level of service that fits your needs and budget and we perform.

Basic Package

Our basic service package is for investors who only require basic title and tax information. It provides a full 50 year title examination and report.

Standard Package

The standard service package provides a full 50 title examination and report, tax information, municipal lien certificate and settlement statement. This will provide the investor with sufficient information to satisfy the transfer of title.

Full Package

Our full service package provides a comprehensive real estate settlement or closing. In addition to the title examination we provide a certificate of title, municipal lien certificate, tax information and full settlement services. This includes providing escrow services, collecting and disbursing funds and recording all necessary documents.

Premium Package

This service includes the Full Service Package and the preparation of a nominee trust or a private note and mortgage.

Owner's Title Insurance Discount

We offer a significant discount when our services are performed in conjunction with the issuance of an Owner's Title Insurance policy.

Private or Cash Real Estate Investor Settlement Services	Basic	Standard	Full	Premium
Without Owner's Title Insurance	\$350.00	\$475.00	\$1,000.00	\$1,175.00
With Purchase of Owner's Title Insurance	N/A	N/A	\$875.00	\$1,025.00
Full Title Examination	✓	✓	✓	✓
Call for Real Estate Tax Information	✓	✓	✓	✓
Obtain Municipal Lien Certificate (Excludes municipal charges)		✓	✓	✓
Prepare Settlement Statement (Using HUD Form-1)		✓	✓	✓
Review Deed and Seller's Title Documents			✓	✓
Obtain Lien Payoff Information			✓	✓
Collect and Disburse Funds (Payoffs, Commissions, etc.)			✓	✓
Conduct Closing (at our office or Registry of Deeds)			✓	✓
Record Necessary Documents (Excludes State recording fees)			✓	✓
Provide Title Insurance Policy (upon payment of policy premium)			✓	✓
Phone Calls up to 15 minutes each	2	4	Unlimited	Unlimited
Brief e-mail exchanges	4	8	Unlimited	Unlimited
Prepare Simple Nominee Trust or Note & Mortgage				✓

Other Service	Fee
Hold initial deposit funds as escrow agent	\$100.00
Seller's Deed preparation	\$125.00
Draft escrow agreement	\$125.00
Obtain Mortgage/Lien Payoff Information	\$35.00
Title clearing services	\$225.00 p/h
Document recording services	\$45.00
Prepare simple Nominee Trust	\$175.00
Prepare standard Note & Mortgage	\$175.00
Obtain Mortgage Survey/Plot Plan	\$150.00