

Title Company Required Documents

- Copy of Earnest/Trust Money Check
- Fully Executed Purchase & Sale Agreement with All Counters
- VA/FHA Loan Addendum If Applicable
- Any Other Addendums Mentioned In Offer
- Any Other Amendments to Contract (Price Change, Closing Date Amendment, Etc.)
- Repair / Replacement Amendment - If it changes price or terms of contract
- Copy of MLS Brief - Only if referenced in offer
- Termite Letter Signed by All Parties - for VA Loan and New Construction
- Soil Treatment Signed by All Parties - New Construction
- TN Residential Property Disclosure - If agent referenced in offer
- Lead-Based Paint Disclosure If Applicable
- Compensation Agreement
- Notify Immediately if Estate Sale! - Title Company will need TennCare Waiver, Copy of Will, Heir(s) or Executor Contact Information
- Provide copy of any Power of Attorney to verify completed properly and recorded
- Confirmation from Home Warranty Company - If applicable
- Buyer's Final Inspection - To copy for all parties
- Seller's Property Update - To copy for all parties
- HOA Contact Information - Name, Phone Number, and/or e-mail
- Your Client(s) Contact Information - e-mail, cell phone, and/or work phone*
* Please notify your client(s) who the title company is and that they will be asking for personal information such as loan number and social security numbers!
- Divorce Decree (if applicable) - Title company will need final divorce decree and marital dissolution



MELROSE
TITLE COMPANY

Office: 865-694-1400

Title Orders: orders@melrosetitleco.com

Correspondence: team@melrosetitleco.com