

Tips and Resources for
**SELLING
A HOME**

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**FPG Title Group
IS PROUD
TO BE PART OF
BRINGING
YOU
HOME**

At FPG Title Group, we believe it is our role to lead & coordinate the closing between all parties involved in the transaction, making the buying & selling process a more efficient experience. We will carefully prepare all closing documents required for the real estate transaction, provide all necessary title insurance services while complying with all Florida title insurance standards.

It is our goal to keep you from being overwhelmed by the countless details of selling your property. Your personal closing coordinator will put all the pieces together for you. We will keep you informed and up to date continuously from the preparation of a preliminary HUD-1 closing statement and throughout the transaction as certain milestones are achieved. And we strive to make sure the signing of the closing documents is convenient for all parties.

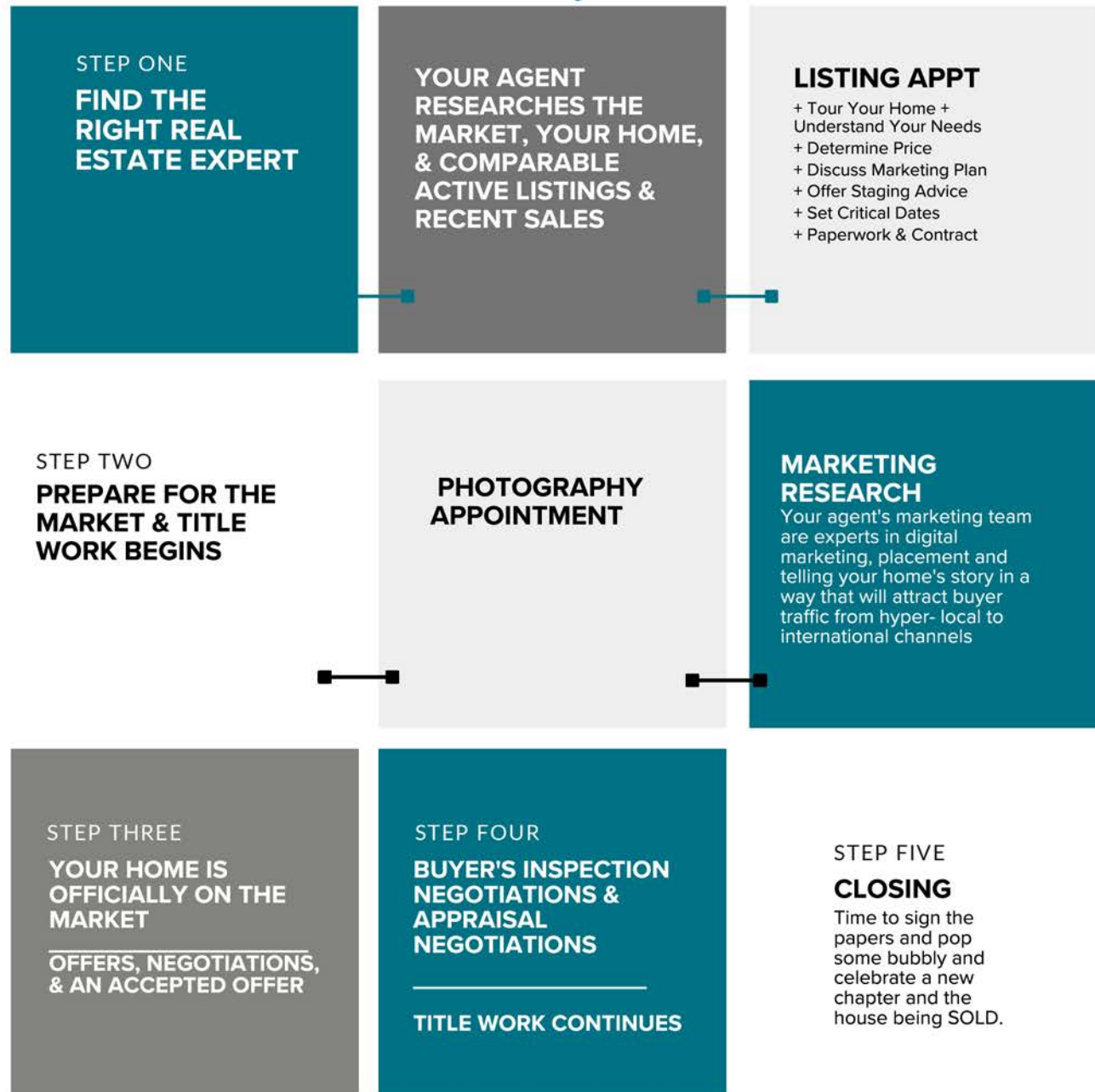
We're excited to partner with you through this process!

♥ **FPG Title Team**

FPGTitle.com | 321-236-4848

SELLING A HOME

THE PROCESS *at a glance*





WHAT COSTS

can you expect?

REAL ESTATE BROKERAGE COSTS

- ☐ Broker Commission Florida Compliance Commission/ Broker
- ☐ Processing Fee

TITLE COSTS (ESTIMATES)

- ☐ Settlement or Closing Fee - Sometimes referred to the Closing Fee, the Settlement Fee covers costs associated with closing operations. (\$595)
- ☐ Owner's Title Insurance Policy - The title insurance rate is \$5.75 per thousand for the first \$100,000. \$100,000 to \$1 million: \$5.00 per \$1,000. \$1 million to \$5 million: \$2.50 per \$1,000.
- ☐ Municipal Lien Search - A Florida Municipal Lien Search protects a buyer from unknowingly acquiring debt from municipal charges. This type of detailed research uncovers special assessments, open or expired permits, and unpaid utility fees. (\$95)
- ☐ Abstract or Title Search - This fee is paid to a third-party vendor to disclose historical information about the ownership of the property. (\$85)
- ☐ HOA Estoppel Fee est \$400-500 for each community- An Estoppel letter from a homeowners association is a document placed into the file when a home or condominium is in escrow. The document states the seller's annual fees for the homeowners association and indicates if the seller has paid in full or has fees due at the time of sale.
- ☐ " Technology/Doc Prep Fee - A Deed Prep Fee is applicable when a title is transferred, or an existing deed has to be modified as part of a transaction. (\$40)

GOVERNMENT CLOSING COSTS

- ☐ Doc Stamps on the Deed - Documentary stamp tax is levied at the rate of \$. 70 per \$100 (or portion thereof) on documents that transfer interest in Florida real property, such as warranty deeds and quit claim deeds.

OTHER ITEMS THAT MAY BE NEGOTIATED WITH THE BUYER

- ☐ Termite Inspection (VA only) (\$100) Lender Required
- ☐ Repairs for FHA and/ or VA Financing Home Warranty
- ☐ Seller Paid Closing Costs for Buyer (if applicable)
- ☐

PRORATIONS

- ☐ Prorated Non-Ad Valorem/CDD Credit (Paid in Advance)
- ☐ Prorated Ad Valorem Property Taxes Debit (Paid in Arrears)
- ☐ Prorated HOA Dues

PAYOFFS

- ☐ Mortgage Principal Payoff provided by your mortgage company
- ☐ Interest for the days owned in the month of closing. (Mortgage interest is paid in arrears) Escrow Account Balance will be refunded to you 4-6 weeks after closing when the bank settles your account. The balance can not be used for prorations at closing.

4 *things about escrow* YOU SHOULD KNOW WHEN SELLING YOUR HOME

1

What is an escrow deposit?

An escrow deposit is a good faith gesture made by the buyer to the seller, indicating the buyer is serious about purchasing the property. Once the funds are deposited, the money should not be removed by the escrow agent holding the funds without the buyer and the seller's written consent.

2

How much money should the buyer deposit into the escrow account?

In Florida, there is no standard percentage that a buyer must put down for escrow money. Typically, buyers should deposit as little as possible to limit their risk, while sellers should try to require a higher deposit of around 5-10% of the purchase price to ensure the buyer is serious.





3

What to do when issues arise after the parties sign the contract?

There are numerous issues that can arise causing a property transaction not to close. Some examples include inspections revealing major undisclosed problems with the property, failure of the property to appraise at the value of the purchase price, unsatisfied liens, or the seller or buyer failing to meet contractual obligations. However, once the deposit has been made into the escrow account, it will stay in there until either the transaction closes, the parties agree to release each other, or a judgment is entered in favor of one party. Accordingly, if issues arise, neither the buyer or seller can simply take the funds out of escrow. If for any reason other than the seller's failure to make his or her title marketable after reasonable diligent effort, the seller fails, neglects or refuses to perform his or her obligations under the contract, the buyer may elect to receive return of the deposit without waiving any action for damages resulting from seller's breach, and the buyer make seek to recover damages or seek specific performance.

4

What happens if the parties cannot agree to a resolution over the escrow funds?

If the parties used the 2021 FAR/BAR contract, the buyer and seller will have 10 days after the date demands are made for the deposit in order to resolve the dispute. If there are still unresolved issues after the 10 days, the buyer and seller must go to mediation, and if mediation does not resolve the issues, an action may be filed in court. Pursuant to the 2021 contract prevailing party in a court action shall be entitled to recover from the non- prevailing party attorney's fees and costs incurred. If the parties did not use the 2021 FAR/BAR contract, they must refer to the contract to determine dispute resolution over the escrow deposit.



FREE TOOL:
Find out much portability you
have at PortabilityPros.com

TAKE YOUR **PROPERTY TAX SAVINGS** WITH YOU!

SAVE OUR HOMES PORTABILITY TRANSFER

If you are moving from a previous Florida homestead to a new homestead in Florida, you may be able to transfer, or “port,” all or part of your homestead assessment difference. If you are eligible, portability allows most Florida homestead owners to transfer their SOH benefit from their old homestead to a new homestead, lowering the tax assessment and, consequently, the taxes for the new homestead. To transfer the SOH benefit, you must establish a homestead exemption for the new home within three years of January 1 of the year you abandoned the old homestead (not three years after the sale). You must file the Transfer of Homestead Assessment Difference (Form DR-501T) with the homestead exemption application. The deadline to file these forms is March 1. Complete all forms and applications required for the exemption and file them with your county property appraiser. If the property appraiser denies your application, you may file a petition with the county’s value adjustment board. For more information, see Petitions to the Value Adjustment Board.

The Department of Revenue’s website has more information
about property tax benefits for homestead properties.
<http://floridarevenue.com/property/Pages/Taxpayers.aspx>



SELLER DISCLOSURES 101

What is a Seller Disclosure?

In Florida a seller of residential property is obligated to disclose to a buyer all facts known to a seller that materially and adversely affect the value of the Property being sold which are not readily observable by a buyer.

Is a Seller Disclosure mandatory in Florida?

While a seller's property disclosure form is not required under Florida law, Florida law does require seller's and their realtors to disclose any significant material property defects that may not be easily visible to the buyer. Buyers still have the responsibility to have the property inspected.

■ Florida Statute §720.401, is a law that requires mandatory membership in a homeowner's association. This statute states that buyers looking to purchase real property in a community with an existing homeowner's association must be informed of their requirement to become members of the homeowner's association in the event that they buy the property. Additionally, members are required to pay monthly or quarterly fees as well as assessments, and risk a lien being filed on the property for failure to pay the homeowner association fees. As a consequence, if proper disclosures regarding the homeowner association disclosures has not been made, the sale can be voided.

■ Florida condo disclosures, are governed by Florida Statute §718.503 (1), (2), and (3), and pertain to the purchase of a condominium in Florida. These laws make it illegal for sellers and developers to not disclose prior to purchase all of the specificities that go along with condo ownership. These specifics include, right to review association documents and bylaws prior to closing, property management details, property management contracts, time shares, right to evaluate any recreational leases of the condo, proof of improvements, legal ownership of the developer or seller. The Florida Condo Disclosures must be made in writing which includes the statutory language by the seller of the condo.



REISSUE CREDITS

for title

REISSUE RATE a.k.a. "REISSUE CREDIT"

The most common title insurance discount is the Reissue Rate. You may also hear it referred to as Reissue Credit. The reissue rate can result in a rather substantial discount for purchasers of title insurance. But before we get to the amount of the discount, let's discuss what is required to qualify for it.

PRIOR you must PRESENT YOUR OWNER'S TITLE POLICY FOR A DISCOUNT. The primary requirement is the existence and presentation of a previously issued owner's policy of title insurance that insures the current owner of the property (this could be the seller in a purchase transaction or the owner in a refinance transaction).

- When refinancing, the reissue credit can be given no matter how old the policy is or how many times you have used it for refinancing your property.
- When selling, as long as it is within 3 years of the date of the issuance (effective date) of your Owner's Policy of Title Insurance, you will be eligible. NOTE: 3 years is the limit and the prior policy has the date and time it was issued.
- The amount of the reissue credit will depend on (1) the amount of the prior policy and (2) the amount of the new policy. We will take the lesser of the two amounts to calculate your reissue credit.

In a nutshell, if you are planning on selling or refinancing you want to find that Owner's Policy of Title Insurance that was issued to you when you purchased the property—get it to your Title Agent to start saving money...Every little bit helps!

CALCULATING CAPITAL GAINS

A Special Real Estate Exemption for Capital Gains Up to \$250,000 in capital gains (\$500,000 for a married couple) on the home sale is exempt from taxation if you meet the following criteria: (1) You owned and lived in the home as your principal residence for two out of the last five years; and (2) you have not sold or exchanged another home during the two years preceding the sale. You may qualify for a reduced exclusion if you otherwise qualify but are short of the two-out-of-the- last-five-years requirement if you meet what the tax law calls “unforeseen circumstances,” such as job loss, divorce, or family medical emergency.

How to Calculate Gain

Your home’s original sales price when you bought it (not what you brought to closing).	
Additional costs you paid toward the original purchase (include transfer fees, attorney fees, and inspections but not points you paid on your mortgage).	
Cost of improvements you’ve made (include room additions, deck, etc. Improvements do not include repairing or replacing existing items).	
Current selling costs (include inspections, attorney fees, real estate the commission, and money you spent to fix up your home to prepare it for sale).	
Add the above items to get your adjusted cost basis :	
The final sale amount for your home.	
The adjusted cost basis figure from above.	
Your capital gain:	

1031 *exchange*

WHAT IS A 1031 EXCHANGE AND HOW DOES IT WORK?

A 1031 exchange gets its name from Section 1031 of the U.S. Internal Revenue Code, which allows you to avoid paying capital gains taxes when you sell an investment property and reinvest the proceeds from the sale within certain time limits in a property or properties of like kind and equal or greater value. Any property held for productive use in a trade or business or for investment can be exchanged for like-kind property. Like-kind refers to the nature of the investment rather than the form. Any type of investment property can be exchanged for another type of investment property. A single-family residence can be exchanged for a duplex, raw land for a shopping center, or an office for apartments. Any combination will work. The exchanger has the flexibility to change investment strategies to fulfill their needs.

1

LIKE-KIND PROPERTY

The property is being sold and the property being acquired must be similar, or like-kind.

2

INVESTMENT OR BUSINESS PROPERTY ONLY

1031 exchanges are only applicable for investment or business property, not personal property.

3

REPLACEMENT PROPERTY SHOULD BE OF EQUAL OR GREATER VALUE

NO 'BOOT' = NO TAXES

4

For an exchange to be completely tax-free, the replacement property must not be of lesser value. The difference is called a 'boot' and is subject to capital gains taxes.

5

MUST INVOLVE SAME TAXPAYER

The tax return, and the name appearing on the title of the property being sold, must be the same as the tax return and titleholder of the new property

6

45 DAY IDENTIFICATION WINDOW

The property owner has 45 days to identify up to three potential properties of like-kind, after closing on the first property.

7

180 DAY PURCHASE WINDOW

The replacement property is received and the exchange completed no later than 180 days after the sale of the exchanged property.

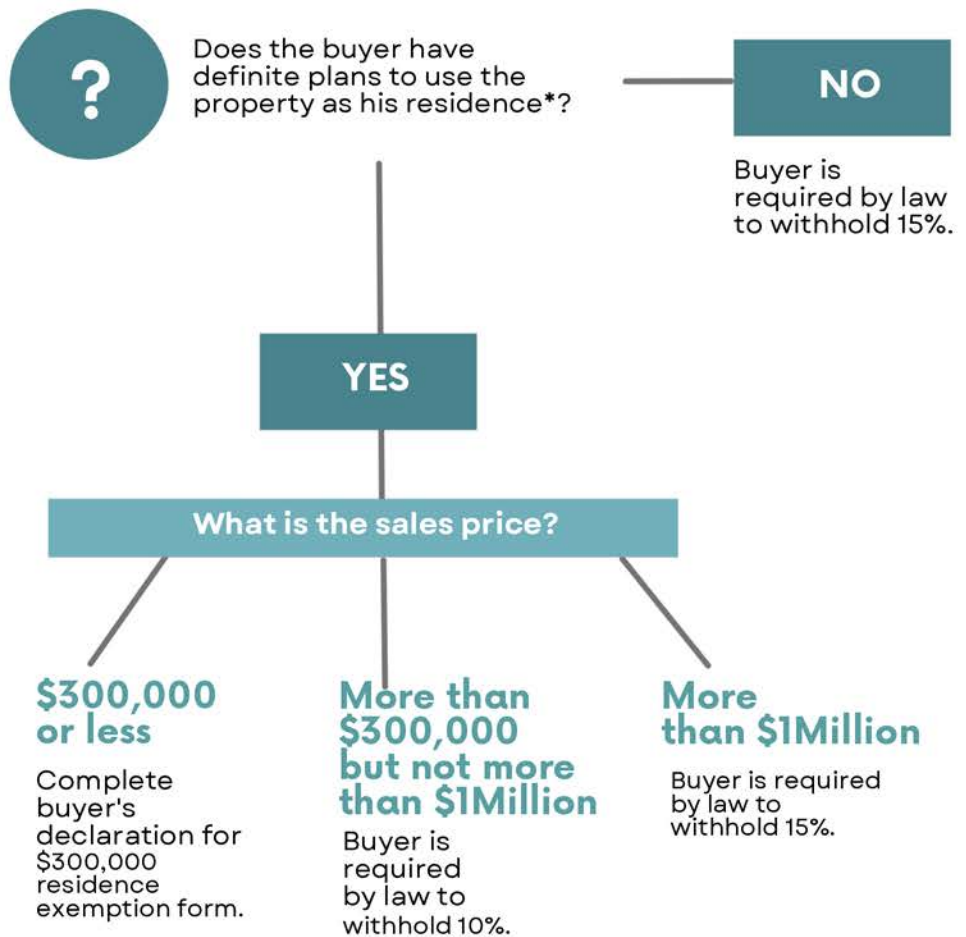




FIRPTA

FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT

What are the withholding requirements when a seller is not a US Citizen or US Resident?



NOTE: If the seller believes she may be eligible for an IRS Withholding Certificate, she should contact a CPA or tax attorney regarding application form 8288-B in order to obtain a determination from the IRS whether a lesser amount is due.

*The buyer or a member of their family must have definite plans to reside at the property for at least 50% of the number of days the property is used by any person during each of the first two 12-month periods following the date of transfer. When counting the number of days the property is used, do not count the days the property will be vacant.

The information contained herein is for general information only and should not be relied upon for tax, legal or accounting advice. You should consult your own tax, legal and accounting advisors before engaging in any transaction.

AT FPG Title Group **YOUR** security IS OF THE UTMOST IMPORTANCE TO US

The FBI reported that in 2022 alone, wire fraud accounted for over \$2.7 billion in losses in the real estate sector. With so many security risks in the industry today, Qualia Connect offers an encrypted portal to mitigate those threats and to provide peace of mind that sensitive information is protected.

WITH QUALIA...

- Your closing can be simple and straightforward. Our secure portal allows you to stay updated on your closing and access all of your important documents in one place.
- You have instant updates. Monitor your transaction from loan to closing, getting updates for key milestones along the way.
- You can count on safe communication. Protect yourself from phishing and fraud using our secure, unified closing platform.

HOW WILL YOU GET STARTED ?

An email from FPG Title Group/Qualia will formally invite you to join the portal.





EMAIL SCAMS

& WHAT CAN YOU DO ABOUT THEM?

Online fraud and identity theft are on the rise, and cybercriminals may try to steal your personal information by tricking you to click on a fake email that looks legitimate. Phishing emails often ask for personal information to gain access to your financial assets, to place malicious code into your computer or to steal your identity. It's never a good idea to respond to emails with personal information like account numbers, passwords, credit card information or Social Security numbers.

WHAT TO DO IF YOU RECEIVE A PHISHING EMAIL.

If one of these suspicious emails should arrive in your inbox, here are some steps you can take to protect yourself.

NEVER CLICK A LINK WITHOUT CHECKING

Hover your mouse over the text of the link without clicking to verify the true destination of the link. The true link address will be displayed in the lower right corner of your browser.

KEEP YOUR SYSTEMS UPDATED

Be sure to keep your operating systems, browsers, email software, virus protection and apps updated with the latest versions. These updates will often contain fixes for certain vulnerabilities that fraudsters may try to exploit.

BE CAREFUL WITH ATTACHMENTS

If you are not confident that the sender is legitimate and the attachment is secure, call the sender through an independently verified telephone number and confirm they actually sent the email.

REPORT SUSPICIOUS EMAILS

Most email software (Microsoft Outlook, Gmail, and others) have functions that allow you to report suspicious emails and provide details of the email. You can also report any fraud attempt to the Federal Trade Commission (FTC).

Do not click links in or reply to suspicious emails. Call the supposed sender through an independently verified telephone number and delete the fishy email.



5 THINGS TO DO WHEN MOVING

exciting and stressful! Here are five things you can do to make moving day a breeze.

1

CONNECT YOUR INTERNET/UTILITIES

When you move, you will need to connect your utilities. The utility company will need your new address, your preferred connection date, contact number and identification.

2

CHANGE YOUR ADDRESS

Go to [USPS.com/move](https://usps.com/move) to change your address online. This is the fastest and easiest way, and you immediately get an email confirming the change.

Also, be sure to update the following: Magazine or box-style subscriptions Your car insurance and registration provider Your driver's license Your details on the electoral roll Your bank And online shopping accounts (ie: Amazon, etc)

3

UPDATE YOUR NEW CONTACT INFO

Although it's important to make sure you officially change your address with relevant businesses and the post office, it's also important to update your friends and relatives. Send a text message or email notifying people of your new address!

4

PACK AN UN-PACKING BOX

One of the first things you need to pack when moving house is an unpacking box. This box should contain allen keys, any tools you might need to construct furniture, labeled zip lock bags with screws from furniture you dismantled in the move, scissors, screwdrivers, masking tape, dust cloths and glue. Having these items all in the same box will save you time and your sanity when setting up your new home.

5

PACK A FIRST NIGHT BOX

Just as important as the un-packing box, the first night box is essential to a successful move. It should contain a change of clothing, basic toiletries, toilet paper, pajamas, towels, bed linens and any other essentials you may require like tea bags or a coffee pot. It makes such a big difference when you aren't frantically searching through boxes at midnight trying to find your toothbrush!



Plan ahead to bring two forms of ID to closing and we'll be there to guide you through the rest!

YAY *it's almost closing day!*

PREPARING FOR CLOSING CHECKLIST

- ☐ Contact all **utility companies** to schedule shut off for the closing date.
- ☐ **A final walk-through** of the home will typically take place within 24 hours of final closing by the buyer. Your Agent will take care of scheduling this with all parties.
- ☐ Please make sure you have cleared the home of the personal items you will be taking with you in the move, and leave the home in at least 'broom swept' condition by the time walkthrough is scheduled to happen. You should be completely moved out the day before closing day.
- ☐ At closing, please let your agent know where extra keys, mailbox keys, garage door openers, etc have been left for the buyers. You can expect to sign your name many times.
- ☐ After all parties have signed, and funds have been distributed, the keys will be released to the buyer.
- ☐ FPG Title Group will wire your mortgage payoff to your lender to satisfy your account. Any unused interest and the escrow balance will be refunded to you 4-6 weeks after the closing.
- ☐ Cancel your Homeowner's Insurance Policy the day after closing. The unused prorated amount will be refunded to you by the insurance company.



WHAT HAPPENS AFTER CLOSING FOR SELLERS?

After you close on your home, we recommended you keep all records together in a safe place, including all documents, insurance, maintenance, and improvement notations.

YOUR DOCUMENTS: We have uploaded all of your closing documents to your secure Qualia portal. Please keep your link and your password handy so you can access your documents in the future. **CANCEL YOUR HOMEOWNERS INSURANCE:** You will need your fully signed ALTA statement settlement statement from closing in order to cancel. This can be found in your closing documents in Qualia. Your carrier should refund you the unused prorated amount so be sure to give them a forwarding address!

VERIFY YOUR MORTGAGE PAYOFF WAS RECEIVED BY YOUR BANK: FPG Title Group Title will wire your payoff to your Mortgage Lender. We highly recommended that you call your mortgage lender within 24 hours to make sure they have received the wire. Please note, it may take the bank a month or so to record the satisfaction with the county.

ESCROW ACCOUNT REFUND: If you had an escrow account with the bank, after they satisfy the mortgage, they will refund you the full escrow account plus any unused interest paid at closing. It is important for you to **tell them where to send that refund**. They typically refund it to you within 4-6 weeks.

FINAL UTILITY BILLS: Arrange to pay your final utility bills and make sure to turn off auto-pay. **HOA : Turn off auto-pay for HOA payments.** **PORTABILITY:** If you are purchasing a new homestead property, make sure to **apply** to transfer your tax savings through portability! Note, the deadline to fill out the Homestead application and the Portability application is March 1st the following year. The county will not remind you to do this so you can pay fewer taxes. Homestead and Portability can be found on the County Tax Appraiser website.

For a complete list of County Appraisers visit:
<https://floridarevenue.com/property/pages/localofficials.aspx>

CHANGE OF ADDRESS: You are required by law to notify your state department of Motor Vehicles (DMV) after any relocation so a new driver's license can be issued. You will also need to have your auto registration transferred to your new address. Visit www.dmv.org/fl-florida for more information on the Florida state requirements.

INVESTMENT PROPERTIES: We issued your 1099s as part of your closing documents. Please refer back to your closing package for tax purposes.

MAKE SURE TO COORDINATE GIVING/LEAVING YOUR:

- Keys
- Gate Clickers
- Garage Door Openers
- Mailbox #
- Current Alarm Code
- Garage Code
- Gate Code
- Trash days

congratulations!

....on behalf of our FPG Title Group team it's truly been our pleasure to partner with you! If you have any questions or need anything, please feel free to reach out. We'd be happy to help!



Home



Auto



Commercial



Renters



Umbrella



Flood

Easy, low-cost, and worry free. GreatFlorida Insurance.

650 N Alafaya Trl Ste. 110
Orlando, FL 32828

ABOUT US

Minutes Can SAVE You Money!
Fast & Friendly Service From Your
Local Team Of Agents!
Stay Protected. Get Your Free
Quote Today!

WHAT WE OFFER

- Home Is Where your Life Happens. Keep It Protected!
- Get The Wheels Rolling On Your Auto Insurance.
- It's Still Your Home, Even When It's Rented. Cover Your Belongings!

CONTACT US NOW:

Phone: (407) 641-5588
EastOrlando@GreatFlorida.com
<https://EastOrlando.GreatFlorida.com/>

FPG Title Group
IS PROUD
TO BE PART OF
BRINGING
YOU *home!*



[FPGtitle.com](https://www.FPGtitle.com)