



**LAND TITLE AGENTS, LLC**

And  
 DANIEL A. SELWA, II, ESQUIRE  
 302 Main Street  
 North Myrtle Beach, SC 29582  
 Telephone: (843) 281-2156  
 Telefax: (843) 281-2159  
 E-Mail Address: luanne@landtitleagents.com

**TRANSMITTAL SHEET TO LAND TITLE AGENTS**

Property Description	Subdivision name:	Lot/Unit #:
Property Address:		
Tax Map #:		
Attorney for Buyer		Paralegal Name: _____ Phone # _____ Fax # _____ E-mail: _____
Buyers Full Name(s):		
**Buyers Permanent Address:		
**Buyers Contact Information	Buyer #1 Name:	Home Phone: _____ Work Phone: _____ Cell Phone: _____ E-mail: _____
	Buyer #2 Name:	Home Phone: _____ Work Phone: _____ Cell Phone: _____ E-mail: _____
Buyers Lender Information:	Bank Name	Loan Officer/Contact Name: _____ Loan Officer Phone #: _____ Loan Off. E-mail: _____
Seller Attorney Name:		Paralegal Name: _____ Phone # _____ Fax # _____ E-mail: _____
Seller(s) Full Name(s):		
**Seller(s) Permanent Address:		

*\*\*If our office does not represent this person, we do not require you to complete this section.*



**LAND TITLE AGENTS, LLC**

And  
 DANIEL A. SELWA, II, ESQUIRE  
 302 Main Street  
 North Myrtle Beach, SC 29582  
 Telephone: (843) 281-2156  
 Telefax: (843) 281-2159  
 E-Mail Address: luanne@landtitleagents.com

**Seller(s) Contact Information	Seller #1 Name:	Home Phone: _____ Work Phone: _____ Cell Phone: _____ E-mail: _____
	Seller #2 Name:	Home Phone: _____ Work Phone: _____ Cell Phone: _____ E-mail: _____
Listing Agent Name:	Listing Agent Company:	Listing Office Phone: _____ Listing Agent Cell: _____ Listing Agent E-mail: _____
Selling Agent Name:	Selling Agent Company:	Selling Office Phone: _____ Selling Agent Cell: _____ Selling Agent E-mail: _____
HOA/Mgmt Co Name (if applicable):	HOA Phone #:	Dues amount (if known): \$ _____
Is this transaction at short sale:	yes    no	If so, please provide the short sale approval letter.
Is this transaction a foreclosure:	yes    no	

Please be sure to attached to this document the following information:

1. Fully executed contract (can have no blanks and please be sure that all owners of record have executed the contract—if someone is signing with a POA, please provide a copy of the POA with this contract);
2. Copy of MLS;
3. Any other pertinent documentation that may assist us with the transaction;
4. Have you obtained a photo identification of your client;
5. Copy of earnest money check;

The above information fully completed can assist us in meeting your deadlines and further allow us to proceed with the closing process without having to call and request information. **THANKS SO VERY MUCH FOR YOUR BUSINESS!!!!**

*\*\*If our office does not represent this person, we do not require you to complete this section.*