



June 27, 2023

Kerry Laberge and Adam Laberge  
545 Naples Road  
Harrison, ME 04040

## SELLER WELCOME LETTER & CLOSING QUESTIONNAIRE

RE: 545 Naples Road, Harrison, ME 04040

Congratulations on your upcoming sale. Cumberland Title Services, LLC has been selected by the buyer or buyer's lender to act as settlement and closing agent for this transaction.

My name is **Michelle Mayer** and I will be your processor and primary point of contact at Cumberland Title Services, LLC. I am responsible for communicating and coordinating with you, your real estate agent, the mortgage lender, the buyer's agent, and the buyer, to ensure all necessary steps to prepare for closing are completed accurately to allow your closing to occur smoothly and on schedule.

Please understand that even though we will prepare the closing documents, and the deed, upon your request, we will not be acting as attorney for you, the seller, but only as settlement agent for the lender in a financed transaction or for the buyer in a cash transaction.

Cumberland Title Services, LLC does not assume any liability to Seller arising out of any of the settlement and closing services we have performed or will perform for the lender or buyer, including our title examination and preparation of any title insurance commitment, nor does this office assume any liability or make any representations regarding any tax consequences arising from this transaction. Any legal advice or legal representation you need in connection with this transaction should be sought from legal counsel of your own choice retained by you.

Please review the contents of this welcome letter **carefully, and accurately complete the questionnaire within three days of receipt of this letter.** The questionnaire contains important information that is necessary for our office to prepare for your upcoming closing. Please don't hesitate to call or email me if you have any questions about this letter, the questionnaire, or the general closing preparation process.

Thank you. Sincerely,

Michelle Mayer

Cumberland Title Services, LLC

Phone: (207)893-9000

Fax: (207)899-4907

Email: michelle@cumberlandtitle.com

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5B Whites Bridge Road, Windham, ME 04062  
(207)893-9000 (207)899-4907 Fax

## IMPORTANT THINGS TO KNOW FOR YOUR CLOSING

### What is Closing Lock?

Wire fraud is rampant in the real estate industry. Cyber criminals target title companies and buyers and sellers in real estate transactions to intercept and steal funds that are wired to and from real estate closings. Cyber criminals hack emails, impersonate title companies and spoof your real estate agent in an effort to trick you into wiring funds to fraudulent bank accounts that they control. In 2021, cyber criminals stole over \$350 million from 13,638 real estate fraud victims.

Cumberland Title Services, LLC uses Closing Lock the leading online platform to ensure all wire transfers for our closings are verified and secure. All correspondence related to wire transfers will be through the Closing Lock platform. You will receive text or email notifications to securely send and receive wire instructions. Cumberland Title Services, LLC will never email, text, or call you to require you to wire funds to closing.

A Closing Lock fee of \$10.00 will be included on the closing disclosure at the closing.

### Are you attending the closing in person?

If yes, great! We look forward to meeting you in person to conduct a smooth closing. Please let us know immediately if you do not plan to attend the closing in person so we can plan to facilitate the closing by one of two alternative methods.

- (1) Mail-Away: If you cannot attend the closing in person, we can arrange to have all closing documents emailed to you with detailed instructions to print, sign all documents before a notary public, email copies of all signed documents, and return all signed original documents using our preaddressed and prepaid FedEx return label. Mail-away closings incur a mail-away closing fee of \$125.00.
- (2) Power of Attorney: We can also help you complete a closing by drafting a Power of Attorney ("POA") form to allow someone to act as your attorney-in-fact for the sole purpose of completing the closing documents on your behalf. The fee for preparation of a transaction specific POA is \$200.00.

### Please bring your ID!

At closing, you will be required to present a valid government issued picture identification card (i.e., a valid driver's license, state identification card, military identification or a passport). An expired ID is not valid.

### How much do I need to bring to closing?

We will inform you of the amount of funds you will need to bring to closing. Please note that closing funds must be presented by either: (a) certified bank check made payable to Cumberland Title Services, LLC; or (b) wire transfer facilitated securely via Closing Lock platform.

### Seller Closing Fee.

Please note, a seller fee of \$125.00 will be included as a seller closing cost on the settlement statement. The seller fee covers the cost of preparing seller side closing documents including the federal seller closing disclosure.

In the event this transaction is a short sale, a short sale processing fee of \$350.00 will be included in the closing disclosure.

**SELLER CLOSING QUESTIONNAIRE****PLEASE RETURN COMPLETED PAGES WITHIN THREE (3) DAYS****Section I: Seller & Property Information**

1. IMPORTANT – Please provide complete information

Full Legal Name (first, middle initial, last):	Full Legal Name (first, middle initial, last):
SSN No.:	SSN No.:
Daytime Phone No.:	Daytime Phone No.:
Mailing Address:	Mailing Address:
Email:	Email:

2. Has the description of the property changed in any way (i.e. you have sold a portion) since you owned it? ☐ NO ☐ YES.  
If yes, please explain \_\_\_\_\_
3. Are you selling a portion of the property you own? ☐ NO ☐ YES. If yes, you must provide a legal description of the portion of the property that you are selling. This legal description is customarily prepared by a surveyor. Please also provide copies of all survey work related to the property being sold.
4. Is the property in an association? ☐ NO ☐ YES. If yes, provide the following:  
Name of Association: \_\_\_\_\_  
Contact Information (Name & Phone) \_\_\_\_\_  
Dues: None / Monthly / Quarterly / Semi / Other \_\_\_\_\_ \$ \_\_\_\_\_
5. Is Water Public ☐ NO ☐ YES. If yes, Servicer: \_\_\_\_\_
6. Is Sewer Public ☐ NO ☐ YES. If yes, Servicer: \_\_\_\_\_
7. Deed Preparation. It is the Seller's responsibility to deliver a new deed at closing. Would you like Cumberland Title Services, LLC to prepare the deed on your behalf? ☐ NO ☐ YES.. If no, provide the name and email of the attorney or title company that will be preparing the deed on your behalf:  
  
Attorney name: \_\_\_\_\_ Attorney email: \_\_\_\_\_
8. Seller Residency: Are all sellers' residents of the State of Maine? ☐ NO ☐ YES. If no, please provide mailing address for primary residency of Seller outside Maine:  
  
\_\_\_\_\_

**NOTE:** If a seller of property located in the State of Maine is not a State of Maine resident at the time of the sale, the State of Maine Revenue Services requires that 2½% of the sales price be withheld. If you wish to attempt to receive an exemption, it is your responsibility to complete a Request for Exemption or Reduction in Withholding of Maine Income Tax (Form REW-5). This must be completed prior to closing and we must be furnished with a copy of the State's certificate if approved.

I will be applying for a reduction or waiver of withholding for a non-Maine resident ☐ NO ☐ YES.

9. Is Seller a business entity or trust? ☐ NO ☐ YES.

- **Business Entity:** If Seller holds title in the name of a business entity, including a limited liability company, corporation, or general partnership, you must provide copies of the following together with the questionnaire. The following business entity documents must be received three business days before the closing date:
  - a) Copy of Certificate of Formation filed with Secretary of State
  - b) Evidence of good standing
  - c) Copy of operating agreement or bylaws
  - d) Name, address, and residency of all members, shareholders, partners, as applicable
  - e) Corporate resolution/ consent/ vote authorizing specific transaction
  - f) EIN letter from IRS
- **Trust:** If Seller holds title in the name of a trust, you must provide copies of the following together with this questionnaire. The following trust entity documents must be received three business days before the closing date.
  - a) Copy of Trust Agreement together with any amendments thereto.
  - b) Name, address, and residency of all trustees of the trust.

**Section II: Mortgage Payoff Information**

Mortgage Company	Account No.	Customer Service Phone No.

**Please Note:** Bank's will not release payoff information without accurate account numbers.

**Mortgage Statements:** Please attach a copy of the most recent monthly statement for the mortgages listed above.

**Section III. Authorization & Consent**

The undersigned hereby authorize and consent that our mortgage holder(s), bank, lender, insurance agent, insurance company or any other entity referenced herein, release information to Cumberland Title Services, LLC and/or reQuire Release Tracking regarding the payoffs, insurance, etc. of the above referenced loans/mortgages. This authorization/ consent may be withdrawn at any time by notifying Cumberland Title Services, LLC in writing. If the above referenced account is secured by a Home Equity Line of Credit loan, please freeze the account as we plan to payoff this loan. We further authorize the lender to close out the above referenced credit line account upon receipt of this notice. We agree to pay any charges pending that may not be reflected on the demand for payoff issued to Cumberland Title Services, LLC, and we agree to cease activity on this account.

DATE: \_\_\_\_\_

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