



# CAPITAL

## ABSTRACT & TITLE Co., LLC

Dear Customer(s),

Thank you for choosing Capital Abstract & Title for your closing and title needs. While we always recommend involving a professional Realtor when buying or selling real estate, we understand some customers want to sell their property without that assistance. Attached to this letter you will find several forms that will need to be complete by seller and potential buyer. After you have agreed to the terms of a contract for sale, return all completed forms to Capital and we will open a file and begin title work and preparation for closing. Because of various Federal and State laws we need the requested information to complete title work and prepare for closing. The information you will provide is private and confidential and will not be released to any sources other than those required by law, those required to provide services you have requested or those required under the terms of the contract. If you have any questions concerning our privacy policy, please contact one of our offices for clarification.

Once you have completed the forms, please mail, fax, email or deliver them to any Capital Abstract & Title Co. office. Thank you for your business and assistance in preparation for this transaction.

### **Fort Smith**

6804 Rogers Ave. STE A

Phone: 479-782-4500

Fax: 479-782-4501

### **Rogers**

2603 W. Pleasant Grove Rd.

Phone: 479-633-8771

Fax: 479-668-3151

These forms are provided as a tool to assist in the "For Sale By Owner" transactions. Capital Abstract & Title does not represent the Buyer or Seller in any way.