

# *Citizens Land Title Co.*

*233 South Scioto Street  
Circleville, Ohio 43113  
Phone: (740) 477-2566  
Fax: (740) 477-1110  
email:cltitle@bright.net*

*Dear Seller,*

*Selling “By Owner” is quite a challenge! **Citizens Land Title Co.** would like to assist you in your venture to sell your home. Services of a title company are utilized to transfer and insure title of ownership, and to conduct the closing under the direction of the Mortgage Lender if there is one involved. We handle coordinating the closing with the Buyers and Sellers and Mortgage Lender. We also handle the disbursement of proceeds. We will provide you with the information necessary to make this transaction go as smoothly as possible. We have many resources that can help in this transaction, contacts such as Mortgage Lenders, Brokers and Banks, Appraisers, Attorneys, Surveyors, Inspection Companies, and Insurance Companies.*

*If you have concerns about the condition of the title to your home, we can have the title examined. If there are any problems we can work to solve them, to assure prospective buyers that no barrier to sale exists. The cost of the search can be credited to you at the time of the closing.*

*We know at some point in this venture you may elect to list your home with a Realtor. If so, all we ask is that you don't forget how helpful Citizens Land Title Co. has been to you. Your Realtor should ask you if you have a title company preference, and will respect your choice. Or you can let them know at the time of the listing that you have been working with us.*

***Our mission is to handle each closing  
in a professional and expeditious manner  
with a strong focus on personal service.  
We are an independently owned company  
that has the reputation of supporting  
our Community.***

*Please do not hesitate to give us a call. We would be more than happy to answer any and all questions. We wish you great success in your quest to sell your home.*

*Respectfully,*



*Marsha Griebel Graham  
Citizens Land Title Co.  
**Your Hometown Title Agency!***