

## AUTHORIZATION TO COMPLETE REAL ESTATE TRANSACTION (AUTHORIZED AGENT)



The undersigned confirms that the undersigned is a seller of the property ("Property") covered by commitment number \_\_\_\_\_ ("Commitment") issued by the title company named in the Commitment ("Company") and has delivered to \_\_\_\_\_ ("Authorized Representative") the following documents executed by the undersigned (*strike all that do not apply*):

- ☐ the **deed** for the conveyance of the Property
- ☐ the **closing statement** for the sale of the Property
- ☐ the **Closing Affidavit and Agreement**
- ☐ the **IRS 1099 form**
- ☐ **other** \_\_\_\_\_

The undersigned hereby appoints the Authorized Representative, its agents and employees, as the undersigned's true and lawful agent and attorney, and authorizes the Authorized Representative to do the following (*strike all that do not apply*):

- **DELIVER THE DEED:** Deliver the deed to the Grantee on the deed, upon the condition that the Authorized Representative receives from the Grantee the proceeds of the sale as shown on the closing statement. The Authorized Agent shall deliver the proceeds as instructed below.
- **CHANGE PREVIOUSLY EXECUTED CLOSING STATEMENT:** Make any changes to the closing statement previously executed by the undersigned, including, but not limited to, adjustments to rents, taxes, insurance premiums and interest accruals with approval from the undersigned via letter, e-mail, fax or other electronic means. Upon approval, the Authorized Representative may execute a revised closing statement for the sale of the Property.
- **EXECUTE ALL LENDER'S CLOSING DOCUMENTS:** Execute and deliver such instruments as may be required by the Grantee's lender for the purpose of selling the Property including, but not limited to, Closing Disclosures, IRS 1099 forms and FHA forms.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, State of \_\_\_\_\_

My commission (expires) (is permanent): \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_