



Using the American Fidelity Title Seller Net Sheet

1. **Create Your Account** – This step will save your information for all future Sellers net sheets you create!
2. **Select the County** – default is Palm Beach County
3. **Enter the Projected Close Date**
4. **Enter the Sales Price** (sales price must be between \$25,000 and \$5,000,000)
5. **Enter the Loan Payoff** (if there are more than one payoffs, click Edit and you can enter multiple amounts)
6. **Taxes – click Edit**
 - a. Enter the gross amount of last year taxes in the box that says Property Tax. This will auto populate the prior year taxes section.
 - b. If the seller did not pay the prior years taxes (or current year if November or December), change estimated seller paid to Zero.
 - c. For current year tax proration, the software will automatically calculate based upon the amount that you entered in “a” above.
 - d. The documentary transfer tax defaults to the seller.
 - e. When finished click Close.
7. **Title & Escrow** – American Fidelity Titles standard fees will automatically populate.
8. **Costs & Credits**
 - a. Estimated fees for Estoppel and Lien will automatically populate.
 - b. You may add additional fees such as Transaction Fee, Home Warranty, etc.
 - c. Please note – if the property is within the City of Boca Raton then you must add an additional \$200 for the City of Boca Raton Lien Search**
9. At the very bottom you will see.... Prepared By, Prepared For, Title Rep. Feel free to customize as needed
10. Click Preview to see the details of the Net Sheet before you print or email
11. You can Preview, Print or Save your net sheet for future use.
12. If you haven’t already done so, you can create an account which will allow you to create templates for future use in the same town, subdivision, etc.