



To Our Valued Customers:

Thank you for contacting Minnewaska Abstract & Title, LLC concerning the sale of your home. If you are successful in your endeavor to sell your home without Realtor assistance, **Minnewaska Abstract & Title, LLC** can assist you with the closing process. Once you have a signed Purchase Agreement, we can open your file and guide you through the rest of the process.

We are unable to assist you with completing a Purchase Agreement and Seller Disclosures, but here are some helpful tips:

- 🏠 Check with local Realtors to find out the costs to prepare the Purchase Agreement and Disclosures, and to possibly to help facilitate the process
- 🏠 Contact local Attorneys to find out the costs to prepare the Purchase Agreement and Disclosures
- 🏠 Check online for Minnesota approved documents
- 🏠 Check with office supply stores if they have any Minnesota approved documents available

Once you have a fully signed Purchase Agreement and have provided your buyer(s) with the Disclosures, **Minnewaska Abstract & Title, LLC** will act as the impartial third party to hold the earnest money, work with the buyers lender, provide title searches, disburse all funds for closing the transaction, including the sale proceeds, mortgage payoff(s), bills on the closing statement and recording the necessary documents at the local County Recorders office.

We have put together the following documents to assist you once you have a buyer for your home:

- 🏠 For Sale By Owner Checklist
- 🏠 For Sale By Owner Order Form
- 🏠 Earnest Money Deposit Agreement
- 🏠 Mutual Release of Purchase Agreement
- 🏠 Pope County Ordinance, Section 5.40 for properties served by an individual septic systems
- 🏠 Pope County Licensed Septic Contractors list

Selling or purchasing a property is an exciting event, but you'll need to make sure the transaction is properly handled and complies with all local, state and federal requirements. Let our experience give you the confidence needed to close successfully!

103 West Minnesota Avenue
Glenwood MN 56334
320-334-3114 / 888-788-7564 Fax
Email: info@minnewaskaabstract.com



For Sale By Owner Checklist

- Purchase Agreement

- Disclosures

- Earnest Money – made out to Minnewaska Abstract Trust Account

- Earnest Money Deposit Agreement
 - Mutual Release in the event the sale does not move forward

- Abstract of Title

- Current Owner’s Policy (if applicable)

- For Sale By Owner Order Form

- Mandatory Septic System Compliance Inspection completed

- Contacted Utilities and obtain final readings (recommended to contact at least 2 days prior to closing)

- Buyer has obtained and provided proof of homeowners insurance

- Other: _____

This list is not all-inclusive of the things that need to be done to successfully close on the sale of your home, but is merely provided as a starting point and guide through this process

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For Sale by Owner Order Form

In order to better serve you, please fill out this form completely.

This Form is accompanied by:

Purchase Agreement

Current Owner's Policy (if applicable)

Abstract of Title

Other: _____

Date: _____

Property Address: _____

Legal Description (if known): _____

Sales Price: _____ Earnest Money: _____ Earnest Money Held By: _____

Are there Mandatory Homeowners / Condominium Association Dues: Yes _____ No _____

Association/Management Company

Phone Number

Contact Name

Seller(s):

Last First M.I. Marital Status Phone Number

Last First M.I. Marital Status Phone Number

Mailing Address

Email Address (if applicable):

Buyer(s):

Last First M.I. Marital Status Phone Number

Last First M.I. Marital Status Phone Number

Mailing Address

Email Address (if applicable):

Buyer(s) Lender:

Company Name

Mortgage Amount

Company Address

Phone

Loan Officer or Contact Person

Email Address

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Earnest Money Deposit Agreement

Date: _____

Property Address: _____

Deposit Amount: _____ Check #: _____

All parties agree that Minnewaska Abstract & Title, LLC will hold the earnest money deposit for the above mentioned property in a non-interest bearing account, to be applied to the purchase price at closing pursuant to the Purchase Agreement.

In the event the transaction does not close, Minnewaska Abstract & Title, LLC will require a written and fully executed "Mutual Release of Purchase Agreement" signed by all parties before funds may be released.

If the funds received were accepted as a personal check, Minnewaska Abstract & Title, LLC must wait for verification from our bank that the funds have cleared before closing or releasing said funds.

Minnewaska Abstract & Title, LLC will pass on all charges incurred on any funds returned by our bank for insufficient funds or check drawn on closed accounts.

Seller(s)

Buyer(s)

Minnewaska Abstract & Title, LLC acknowledges receipt of earnest money deposit check for the amount mentioned above.

Minnewaska Abstract & Title, LLC

Settlement Agent

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Mutual Release of Purchase Agreement

_____ Seller(s), and
_____ Buyer(s), do
hereby agree to release each other of all obligations to the purchase agreement dated
_____ for the sale of the property located at _____.

Reason for released:

It is further acknowledged that the earnest deposit in the amount of _____ is to be:

It is understood that all parties to the agreement must sign this document to be valid.

Buyer(s)

Date

Seller(s)

Date



The following is taken from the Pope County Subsurface Sewage Treatment System Ordinance No. 2014-02. Please contact the Pope County Land and Resource Management Office for more information regarding septic compliance and testing • 320-634-7791

5.40 COMPLIANCE INSPECTION REQUIREMENTS FOR EXISTING SYSTEMS.

Only a qualified employee or authorized licensed inspector independent of the owner shall conduct an inspection when a compliance inspection is required for an existing SSTS. A copy of the Certificate of Compliance or Notice of Noncompliance resulting from a compliance inspection shall be provided to the property owner and the County within fifteen (15) days of the inspection.

5.41 MANDATORY COMPLIANCE INSPECTIONS OF EXISTING SYSTEMS.

- A. No owner of a tract of land on which a dwelling is located, or a tract of land with a structure, which is required to have a subsurface sewage treatment system, is located, shall sell or transfer to another party said tract of land unless a compliance inspection has been completed. Results of the compliance inspection shall be provided to the seller, buyer, and the Department. Transfer or sale of properties, which have a valid Certificate of Compliance for newly constructed systems less than five (5) years old do not have to meet the requirements of this section unless the Department finds evidence of noncompliance.
- B. A compliance inspection on an SSTS is required at any time the Department deems appropriate such as upon receiving a complaint or other information of system failure.
- C. A compliance inspection on an SSTS is required when there is a proposed addition of a bedroom on the property, or when a conditional use permit or variance is applied for.
- D. When frozen conditions prevent a field evaluation, compliance inspection, or installation of an SSTS a winter agreement may be executed between the months of November to April. A winter agreement may be made between a buyer and seller for property transfers or between the Department and an applicant for the request of an additional bedroom, conditional use permit, variance, or as part of a plan to address a Notice of Noncompliance.

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License#	Business Name	Contact Info.	Specialty Areas	Expiration Date	Bonding Co.	Contractor Info.
L238	Sondrol Excavating, Inc.	21784 Highway 55 N Glenwood, Pope, MN 56334 320-634-0066	Installer	3/13/2017	Western Surety 61209366	Steven Sondrol
L824	Paul Danielson	29149 County Road 13 Starbuck, Pope, MN 56381 320-239-4339	Installer Maintainer	3/16/2017	Auto Owners 66125823	Paul Danielson
L973	Walker Plumbing, Heating & Sewer Service Inc.	98 Commercial Ave. Villard, Pope, MN 56385 320-554-6601	Designer Installer Inspector Maintainer	4/5/2017	Western Surety 71190339	Joseph Walker
L1186	Rapid Response Plumbing, Heating & A/C	16155 State Highway 29 N Glenwood, Pope, MN 56334 320-634-3608	Designer Installer Inspector Maintainer	7/30/2017	State Farm Fire & Cas 93-J4-7323-0	Michael Salonen
L1284	Terhaar Excavating, Inc.	14478 State Highway 55 Brooten, Pope. MN 56316 320-268-3398	Installer Maintainer	6/28/2017	Employers Mutual S155547	Tim Terhaar
L1507	Donald Erickson Excavating	28741 County Road 10 Starbuck, Pope, MN 56381 320-239-2566	Designer Installer	6/11/2017	Western Surety 68529537	Richard Erickson Donald Erickson
L1817	Arlen Hayhurst	21629 County Road 10 Glenwood, Pope, MN 56334 320-278-3222	Maintainer	4/1/2017	Western Surety 70665790	Arlen Hayhurst
L2801	Water Sewer Services, LLC	18327 County Road 21 Glenwood, Pope, MN 56334 320-424-2292	Designer Inspector	4/5/2017	Western Surety 69695585	David Perryman
L2820	Elwood Septic Professionals, LLC	15897 150th St. Villard, Pope, MN 56382 320-554-7389	Service Provider Advanced Designer Advanced Inspector	4/23/2017	Western Surety 14725686	Scott Elwood
L258	Perc Plus LLC	1001 Ruby St. SW Alexandria, Douglas, MN 320-763-7829	Designer Installer	4/9/2017	Western Surety 71195056	Steven Schmidt
L999	Lundblad Brothers Excavating Inc	PO Box 166 Lowry, Pope, MN 56349 320-283-5500	Installer	4/25/2019	Cincinnati 540573	Kent Lundblad Dennis Lundblad

L966	1600 238th ST	Service Provider	3/18/2017	Western Surety	Clayton Lunser
C.W. Lunser Co., Inc.	St Cloud, Stearns, MN 56301	Advanced Designer		68480538	
	320-248-2262	Advanced Inspector			
L224	21719 -- 235th St	Installer	5/15/2017	Cincinnati	Mark Peterson
Glacial Lakes Excavating	Glenwood, Pope, MN 56334			582397	
	320-760-9707				
L825				Cincinnati	
Alex Construction Co. Inc.	2625 Southside Drive S.E.	Designer	4/5/2017	545074	Jessie Henningsgaard
	Alexandria, Douglas, MN	Installer			Rus Henningsgaard
	320-766-0949	Inspector			
	320-491-1823	Maintainer			
L1849		Designer	6/1/2017		Dan Thonvold
Thonvold Excavating LLC	11801 County Road 40 N.W.	Installer			
	Sunburg, MN 56289	Maintainer			
	320-366-3677				

Updated

11/9/2016