

SELLER INFORMATION SHEET

Property Address: _____

Seller(s) Full Name: _____ SSN: _____

Seller #1 – list any recent modification of name (marriage/divorce)

_____ SSN: _____

Seller #2 – list any recent modification of name (marriage/divorce)

Preferred Phone Number: (____) _____

Preferred Email Address: _____

Forwarding Address: _____

Seller #1 - Married: _____ Single: _____ Divorced: _____ Widowed: _____

Seller #2 - Married: _____ Single: _____ Divorced: _____ Widowed: _____

SELLER'S REAL ESTATE AGENT

Company Name: _____ Agent Name: _____

Telephone No. _____ Email Address: _____

Listing Agent Commission: _____ | Selling Agent Commission: _____

MORTGAGE, LOAN AND LIEN PAYOFFS

***Please list all mortgages, loans, liens or judgments that you anticipate being paid off through this transaction:**

****OUR FIRM WILL ORDER PAYOFFS**

FIRST MORTGAGE

SECOND/EQUITY MORTGAGE

Lender Name: _____

Lender Name: _____

Account No: _____

Account No: _____

Telephone No. _____

Telephone No. _____

NOTE: (IF YOUR PAYMENT IS AUTOMATICALLY DRAFTED, YOU WILL NEED TO REQUEST CANCELLATION. OUR OFFICE IS NOT AUTHORIZED TO STOP PAYMENT DRAFTS.)

HOMEOWNERS INFORMATION

Is your property subject to association dues or assessments? YES NO

If YES, provide name of HOA: _____

Contact Telephone No: _____ | Email Address: _____

Amount of Assessments: \$_____ monthly | \$_____ quarterly | \$_____ annually

****HOA's charge a fee to provide a certification, which may require payment upfront. We do not cover upfront costs. We will contact you to discuss options to obtain the certification.**

TAXES

Has this property served as your primary residence prior to this sale? YES NO

***NON-RESIDENT sellers may be subject to tax withholdings. Please call with questions. We can only provide general information about tax withholdings, but we cannot provide you with specific tax advice.**

CLOSING

Will you personally attend the closing? YES NO

If not, you will need to execute a limited/special Power of Attorney. Please notify us immediately if this will be necessary or is anticipated. There is a charge for preparation and filing of the Power of Attorney, which is approximately \$150.00. This is an additional charge and is not included on Exhibit "A" located on page 6 of this letter. Please be aware that the use of a power of attorney at closing is a matter that must be approved, in advance, by the purchaser's lender.

CLOSING FUNDS

As the seller, if you are receiving sales proceeds, we will issue you a check on our law firm's trust account. If you wish to have your proceeds wired to one of your accounts you must provide us wire instructions at least 24 hours prior to closing. There will be a **\$30.00 wire fee** charged by our firm.

Please indicate below how you would like to receive your funds once the closing has occurred:

Wire – Please provide a cancelled check or other documentation for transfer.

****Complete wire information form on page 10.**

Pick Up Check – Please provide your phone number: _____

**** We will call you as soon as funds are available.**

As the seller, if you are required to bring funds to close on the property, Mack & Mack will accept a **CERTIFIED or CASHIER'S CHECK** or a **WIRE TRANSFER**. We will not accept personal checks, credit cards or cash at closing.

MISCELLANEOUS – CHECK ONLY THAT APPLY

Is any person on the title to this property **DECEASED**?

Has any person on the title to this property filed for **BANKRUPTCY**?

Is this property in **FORECLOSURE**?

Is there a **MOBILE HOME** on this property?

Has any person on the title to this property previously filed for **DIVORCE**?

We acknowledge that we have read the above instructions, have provided accurate information as requested and understand the fees and costs pertaining to the sale of the property this ____ day of _____.

Seller #1

Seller #2

AUTHORIZATION TO OBTAIN PAYOFFS

SELLERS: _____

PROPERTY ADDRESS: _____

We, the undersigned Sellers hereby authorizes and grants unto Mack & Mack, Attorneys the authority to obtain accurate payoffs on our behalf related to the sale of our home for the following loans:

Name of Institution: _____

Account Number: _____

Contact Telephone Number: _____

Name of Institution: _____

Account Number: _____

Contact Telephone Number: _____

Name of Institution: _____

Account Number: _____

Contact Telephone Number: _____

Seller #1

Date: _____

Seller #2