

**Seller Information Sheet**

Property Address: \_\_\_\_\_

\_\_\_\_\_

Seller(s) Full Name : \_\_\_\_\_ SSN: \_\_\_\_\_

Seller #1

\_\_\_\_\_ SSN: \_\_\_\_\_

Seller #2

Preferred Phone Number: (\_\_\_\_) \_\_\_\_\_

Preferred Email address: \_\_\_\_\_

Post-Closing  
Forwarding Address: \_\_\_\_\_

(for refunds, correspondence and other necessary communications)

**Seller's Real Estate Agent**

Company Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

**Mortgage, Loan and Lien Payoffs**

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

<u>Name</u>	<u>Account Number</u>	<u>Contact Telephone</u>	<u>Approx. Balance</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**HOA/POA Information**

Is your property subject to association dues or assessments? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, provide name of HOA/POA : \_\_\_\_\_  
Contact Telephone No.: \_\_\_\_\_  
Amount of Assessments: \$ \_\_\_\_\_/monthly \$ \_\_\_\_\_/quarterly \$ \_\_\_\_\_/annually

### Taxes

Has this property served as your primary residence prior to this sale?  Yes  No

### 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 \$ \_\_\_\_\_. This is an additional charge and is not included on the attached Exhibit "A". 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 \$ \_\_\_\_\_ wire fee charged by our firm.

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

If any person on the title to this property is **deceased**, please inform us immediately.

If any person on the title to this property has filed **bankruptcy**, please inform us immediately.

If this property is in **foreclosure**, please inform us immediately.

If any person on the title to this property has previously filed for **divorce**, please inform us immediately.

I/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 \_\_\_\_\_, 2018.

\_\_\_\_\_  
Seller #1

\_\_\_\_\_  
Seller #2

**AUTHORIZATION TO OBTAIN PAYOFFS**

**Sellers:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**I/We, the undersigned Sellers hereby authorizes and grants unto Mack & Mack, Attorneys the authority to obtain accurate payoffs on my/our behalf related to the sale of my 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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Seller #1**

\_\_\_\_\_  
**Seller #2**