



Seller Information Sheet

Subject Property Address: _____

Is this your Primary Residence: Yes No

Marital Status: Single Married Separated Divorced Widowed

Please Note: Spouses of married/separated persons must generally also sign closing documents.

Seller's Legal Name: _____ SSN: _____

Seller's Legal Name: _____ SSN: _____

Phone Number: _____ Email: _____

Phone Number: _____ Email: _____

Complete Forwarding Address: _____

Please Note: This is required. Forwarding address is used for excess funds post-closing or additional communication. Without a forwarding address listed, we can not accept this form.

Mortgage Information

First Mortgage

Second Mortgage

1st Lender: _____

2nd Lender: _____

1st Loan #: _____

2nd Loan #: _____

1st Phone #: _____

2nd Phone #: _____

Homeowners Association Information

HOA #1 Name: _____

HOA #2 Name: _____

Dues: \$ _____ Monthly Quarterly Bi-Annually Annually

HOA Management Company: _____

Contact Phone # & Email: _____

Westerlund & Zdenek Law

309 N. Salem Street Apex, North Carolina 27502

Phone: 919-387-9989 | Fax: 919-387-9907 | Email: ian@wzlawgroup.com



Seller Information Sheet (cont'd)

Will the Seller/Sellers be physically attending dosing? Yes No

If not, please email/call our office as soon as possible to make arrangements. Failure to do so could result in closing becoming delayed.

Should our office be preparing the Seller's Deed Documents? Yes No

Documents must be signed before a notary at our office or elsewhere. Our fee for Seller Documents is \$250.

If we are not preparing the Seller's Closing Documents, who is the attorney that will be preparing them so we can coordinate the documents?

Attorney: _____ Email: _____

Note: If you are working with another attorney, our firm charges a fee of \$150 for the services we provide to you as Sellers, including ordering HOA accountings, ordering mortgage payoffs, communicating/meeting and clearing title defects. This fee will be on the closing disclosure and deducted from the sale proceeds. This fee does not apply to entity-sellers (corporations, LLCs, etc).

Will this be a Power of Attorney transaction? Yes No

Note: If you are using a Power of Attorney to sign deed transfer paperwork, please contact our office immediately to let us know who will be signing and how. This must be approved by the title company well in advance. We need to know this information as soon as possible.

When and how will you be signing?

Signing in Person. (Our office will contact you for scheduling.)

Email Documents.

↳ If emailing, what is the best email to send to: _____

How will your proceeds be delivered?

Picking up check in office after recording.

Wiring to my account.

↳ If wiring – a voided check or your wiring information on bank letterhead is required. There is a \$35 fee for each wire sent.

Seller Signature

Date

Seller Signature

Date

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