



Seller Information Sheet

Subject Property Address: _____

Is this your Primary Residence: YES NO

Does this closing involve an Estate or a Trust? YES NO

Please Note: If there is an Estate or Trust involved in the transaction, we will need a copy of the Estate File or the Trust document itself returned with this information sheet. We will not be able to move forward without these documents. If these documents are not provided, our firm will need to request physical copies from a third party, which will result in an additional charge.

Seller's Legal Name: _____ SSN: _____

Seller's Legal Name: _____ SSN: _____

Marital Status: Single Married Separated Divorced Widowed

Phone Number: _____ Email: _____

Phone Number: _____ Email: _____

Complete Forwarding Address: _____

Please Note: Forwarding address is required. We cannot complete our document drafting without this address. If this section is left blank, we cannot accept this form.

Mortgage / Equity Line Information

Please be sure to list all mortgages or equity lines currently on the property. We will need to request payoff statements for all items listed. Our fee for facilitating a mortgage payoff is \$75 (plus \$65 per additional payoff). Other fees may apply for equity line closing documents.

First Mortgage

Second Mortgage

1st Lender: _____

2nd Lender: _____

1st Loan #: _____

2nd Loan #: _____

1st Phone #: _____

2nd Phone #: _____

Homeowners Association Information

HOA #1 Name: _____

HOA #1 Management Company: _____

HOA #2 Name: _____

HOA #2 Management Company: _____

Dues: \$ _____ Monthly Quarterly Bi-Annually Annually

HOA Contact Email Address: _____



Seller Information Sheet (cont'd)

Will our office be preparing the Seller's Closing Documents? [] YES [] NO

Our fee to prepare standard Seller Documents is \$250. (Additional fees may apply for transactions involving estates, trusts, multiple sellers, POAs, etc.) Seller Document appointments are scheduled before the closing date. All documents must be signed before a notary. Please remember to bring unexpired state or federal picture ID to any signing appointment.

If we are NOT preparing the Seller Documents, who is the attorney that will be preparing them so that we can coordinate the delivery of the documents?

Attorney: _____ Email: _____

When and how will you be signing the Seller Document Package?

[] **Signing in person.** (This means that you will be attending an in-office appointment where you will sign your documents with a notary. You will need to call us and make an appointment for this.)

[] **Email Documents.** (You will be responsible for printing the documents, signing before a notary, and returning the documents back to our office before the closing date.)

If email, email address we should send documents to: _____

Will you require a Power of Attorney for this transaction? [] YES [] NO

Please Note: *If you are unable to sign and are using a Power of Attorney to sign the Seller Documents, please contact us immediately to let us know who is signing and how. This must be approved by the title company well in advance of your closing.*

Our office charges a \$55 fee for the administration and processing of your closing proceeds regardless of how they are delivered.

How will your closing proceeds be delivered?

[] In-Office Check* Pickup

[] Check* sent via overnight mail to: _____.

***CHECKS:** *If you choose to receive a check, your bank may place a hold on the funds. If you need your funds immediately for an upcoming closing on your next home purchase with another closing attorney, you should not choose to receive a check. This check cannot be changed to a wire on the day of closing so please plan accordingly.*

[] Wire To My Attorney's Trust Account for a scheduled closing for my next purchase.**

****WIRE FRAUD WARNING:** You must provide us with your attorney's wiring instructions on law firm letterhead via secure email to title@wzlawgroup.com, hand deliver them at your signing appointment, or deliver them with your notarized Seller Documents. We will call your attorney's office to verify the instructions prior to sending a wire. We will not wire your seller proceeds to a personal account.

If you do not provide secure verifiable wire instructions to an attorney trust account in advance, we will prepare a check for in-office pickup for your proceeds. Failure to follow these procedures will put your funds at risk.