

## Benbow, Davidson, & Martin PC: Seller Information Form

<b>Property Address:</b>	
<b>Buyer's Name:</b>	

From:		Date:
New Mailing Address:		

Social Security Number:	
Social Security Number:	

Marital Status (please circle)    Single    Married    Divorced & Not Remarried    Separated  
 (If separated, we will need a copy of the recorded separation agreement)

Spouses Name: \_\_\_\_\_

<b>Contact Information</b>	Cell Number:	
	Home Number:	
	Email Address:	

Is this a manufactured home? (please circle)    Yes    No

Will you be attending closing? (please circle)    Yes    No

\*If you need your documents sent to you for signing, there will be a \$150.00 mail away fee. If there are multiple sellers, this fee is subject to change.

Would you like for our firm to prepare your seller documents? (please circle)    Yes    No

If no, please provide:

Attorney's Name:		Phone Number:	
Their Fee:			

<b>Homeowners Association</b>	Name:	
	Phone Number:	

*You are responsible for contacting the HOA and requesting the transfer package and copy of payment history of HOA dues. There is typically a fee associated with this process. We will need this package two (2) weeks prior to closing.*

<b>Mortgage Loan Information</b>			
1 <sup>st</sup> Mortgage	Lender Name:		Loan No: _____
	Phone Number from statement		
2nd Mortgage	Lender Name:		Loan No: _____
	Phone Number from statement		

<b>Known Claim of Liens:</b>	
Creditor Name:	
File Number:	
Phone Number:	

How would you like your proceeds, if any? (please circle)    Check    Wire

**\*If you would like your funds wired, we must have an original, notarized wire request form prior to closing. (Form Attached)**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Benbow, Davidson, & Martin PC: Authorization Letter**

This lender is hereby directed to block this account from further advances effective immediately. However, I understand that it is my responsibility to have this lender fax to Law Office of Benbow, Davidson, & Martin, P.C. at 704-873-0570 a letter stating that this account has, in fact, been blocked to further advances at least 3 business days prior to closing. I have not recently used this line and will not write checks or use a credit card tied to this line again. All checks and charges I have made on this line have cleared and I will be liable to Law Office of Benbow, Davidson, & Martin, P.C. for any further use of this line which causes the payoff to be short.

If any payoff of a mortgage loan made by Law Office of Benbow, Davidson, & Martin, P.C. is short of the amount needed to pay the loan in full, I will immediately upon demand pay the shortage as directed by Law Office of Benbow, Davidson, & Martin, P.C.

**My homeowners insurance company, HOA, and mortgage lender(s) are hereby directed and authorized to provide payoff statements and any other requested information to Dana H. Fowler, Paralegal, and/or Tracie Dishman, Legal Assistant, for Law Office of Benbow, Davidson, & Martin, P.C. for the closing and selling of this property.**

_____	_____
Print Name	Print Name
_____	_____
Signature	Signature
_____	_____
Date	Date

## REQUEST TO WIRE FUNDS

If you wish to receive your funds via bank wire, this form must be completed and received at least three (3) days prior to closing.

Entity Completing Form:	
Entity Receiving Funds:	

Type of Funds to Wire:	<input type="checkbox"/> Sale Proceeds <input type="checkbox"/> Commission <input type="checkbox"/> Other _____
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Address of property being sold or purchased:	
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### BANK INFORMATION

Bank Name:	
Bank's Address:	

Routing Number:	
Account Number:	

Name on Account:	
Account Holder's Address:	

I verify that by signing below the above information is true and accurate.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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State of North Carolina - County or City of \_\_\_\_\_

I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_

personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Signature: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Notary's Printed Name: \_\_\_\_\_

(Affix Seal)