



Seller Information Form

Property Address:	
Buyer's Name:	

From:		Date:
Address:		

Seller's New Address:

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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: _____

Contact Information	Cell Number:	
	Home Number:	
	Email Address:	

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:			

Homeowners Association	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.

Mortgage Loan Information			
1 st Mortgage	Lender Name:		Loan No:
	Phone Number from statement		
2 nd Mortgage	Lender Name:		Loan No:
	Phone Number from statement		

Known Claim of Liens:	
Creditor Name:	
File Number:	
Phone Number:	

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

*In order to wire funds, we must receive a completed Wire Request Form 3 days prior to closing. Please contact our office for this form.

Signature: _____ Print Name: _____