

SELLER INFORMATION SHEET #7

Conrad Trosch & Kemmy, P.A.

CONRAD TROSCH

& KEMMY, P.A.

SELLER INFORMATION SHEET

PLEASE RETURN THIS COMPLETED INFORMATION SHEET, A COPY OF YOUR DRIVER'S LICENSE(S), AND ANY DOCUMENTS REQUESTED BELOW TO OUR OFFICE AS SOON AS POSSIBLE:

Conrad Trosch and Kemmy, P.A.
RE Department
5821 Fairview Road
Suite 405
Charlotte, NC 28209
Fax: 704.553.7689

Property Address or Lot/Subdivision being Sold:

1. If Seller is an individual, complete the following:

a. Full legal names (First, Middle and Last)

His _____ Hers _____

b. List any prior names that may have been used, e.g. maiden name.

c. Social Security Number: His _____ Hers _____

d. U.S. Citizen? Him: Yes ___ No ___ Her: Yes ___ No ___

e. Marital Status: Married* Single Divorced Widowed Legally Separated**

***IF MARRIED, YOUR SPOUSE IS REQUIRED TO SIGN.**

****IF LEGALLY SEPARATED, PLEASE ATTACH THE SEPARATION AGREEMENT FOR OUR FIRM TO REVIEW.**

2. If Seller is a corporation, LLC, trust, estate, or other entity, complete the following:

a. Legal name _____

b. Who will be signing for the Seller at closing that has the authority to do so?*

Name _____ Title _____

***PLEASE ATTACH THE DOCUMENTS (CORPORATE RESOLUTION, OPERATING AGREEMENT, BY-LAWS, TRUST AGREEMENT, WILL, ETC.) SHOWING THIS AUTHORITY FOR OUR FIRM TO REVIEW.**

c. EIN/TPIN: _____

3. Forwarding Address _____

4. New Numbers: Home _____ Cell _____

Fax _____ / Email Address _____

5. Is there a tenant on the premises? Yes ___ No ___ If yes, please contact our firm AS SOON AS POSSIBLE.

6. Is this the sale of your principal residence? Yes ___ No ___

7. Current Mortgage Information:

We must contact ALL of your mortgage companies well in advance of closing to order payoffs for your outstanding loans. You must provide the information below and sign where indicated so that we may obtain valid payoffs. In some instances, you may still be asked to contact your lender directly as some lenders will not release this information to third party representatives. Failure to comply with this section 7 WILL delay closing! Use the space provided on page 3 for additional loan information.

1st Mortgage

2nd Mortgage/Equity Line

Bank Name _____

Bank Name _____

Loan # _____

Loan # _____

Approx. Bal. _____

Approx. Bal. _____

Phone _____

Phone _____

Signed X _____ Signed X _____

“My(Our) signature(s) above constitutes my(our) authorization to allow any employee of Conrad, Trosch & Kemmy, P.A. to obtain mortgage information and order a payoff on these or any mortgage accounts on my(our) behalf and to close or block said accounts.”

8. Do you have an Owner’s Title Insurance Policy? Yes ___ No ___ IF YES, PLEASE ATTACH.

9. Realtor Info:

Name _____ Agency _____

Phone _____ Cell _____ Fax _____

Email address _____

Office address _____

Commission due to realtor(s): BA _____% / LA _____% / Bonus \$ _____

10. Will you attend closing? Yes ___ No ___ If NO, please contact our office AS SOON AS POSSIBLE.

- Additional charges will apply, e.g. \$50 notary fee to sign your documents at a time other than at closing.
- Additional \$75 will apply for Mail Away to include additional document prep and overnight charges.

Please select one option below:

___ I would like Conrad, Trosch & Kemmy, P.A., to prepare the customary seller documents for me, including the deed and lien waiver. I understand the attorney’s fees include \$250 for preparation of the customary documents. In addition, there will be a \$25 per each overnight/wire and \$30 for each payoff/HOA account request/verification. I further understand that the preparation and execution of these documents does NOT create an attorney/client relationship thereby.

___ My attorney is preparing ALL customary seller documents, which will be provided to your office prior to closing. My attorney is (name) _____ at (firm) _____. Phone _____

**If ALL documents are not provided by your attorney or require correction additional fees will apply on behalf

of our firm.

Please note: Additional fees of \$200 will apply for, but not limited to (i) 1031 Exchanges (ii) work by the firm to resolve any adverse title matters such as obtaining the release of a pre-existing lien or (iii) Short Sales.

11. Homeowner’s Association or Management Company Info:

Company/Contact _____

Phone _____ (Required)

Amount of Dues _____ Frequency of Dues _____

12. Invoices or repairs to be paid at closing? Yes ___ No ___ If yes, please fax all invoices that are to be shown on the HUD to our office at least 48 hours prior to closing.

13. Do you have a current survey? Yes ___ No ___ IF SO, PLEASE ATTACH.

14. Have you ever declared bankruptcy or been subject to a judgment or tax lien filed against you? Yes ___ No ___ If yes, please contact our title attorney AS SOON AS POSSIBLE!

Please note: An additional fee of \$200 will apply for work by the firm to resolve any adverse title matters such as obtaining the release of a pre-existing lien.

PLEASE USE THE AREA BELOW FOR ANY ADDITIONAL COMMENTS OR CONCERNS:

Seller **Date**

Seller **Date**