

SELLER INFORMATION SHEET

Congratulations on the pending sale of your property!!

We thank you for the opportunity and trust in handling your closing.

For us to fully serve you in this transaction, we will need you to complete the following Information Sheet as soon as possible to expedite the processing of the file by our targeted closing date. Please provide us with as much of the following information as possible to ensure accuracy on all Closing Documents. Our goal is to offer the best title closing service to you.

We look forward to a smooth closing. It is important that we work together in this transaction in order to accomplish all of the necessary and required provisions of the sales contract as quickly as possible. Please notify us immediately if you should anticipate any delay in the closing or if you encounter any complications.

Contract information:

Marital Status

Seller Name: _____ SSN: _____ Married Single
Seller Name: _____ SSN: _____ Married Single
If Married, are you married to each other? _____

Current Address: _____
Forwarding Address: _____

Home Phone: _____ Work Phone: _____
Cell Phone: _____ Email: _____

Is this your homestead property? Yes NO

CITIZENSHIP: Are you a citizen of the United States: YES NO

**If No: Please supply our office with the country in which you are a citizen as well as a photocopy of your resident alien card (both sides) or other documents to support your status. **

If you are a foreign person(s), the sale of your property is subject to FIRPTA (Foreign Investment in Real Property Tax Act), and you understand that 15% of the sales price will be withheld from the sale proceeds at closing, and submitted to the Internal Revenue Service within 20 days after closing, unless you have an exemption to the rule, or if you apply for a withholding certificate and submit to the Internal Revenue Service prior to closing. The 15% will be held in escrow until further notice from the Internal Revenue Service.

Is anyone currently in title to the property deceased since the time the property was purchased?
 YES NO

Are any of the parties currently in title divorced since the property was purchased? YES NO

Will you be present in our office for closing? Yes No, this will be a mail Away closing

NOTE: IF THIS IS A MAIL AWAY CLOSING, YOUR DOCUMENTS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC. USE OF PERSONAL NOTARIES IS NOT ALLOWED.

Please provide address of where you would like to Notary to meet you:

Existing mortgage Yes No

If yes, first mortgage holder name and account number:

Second mortgage holder name and account number:

CONDOMINIUM ASSOCIATION / HOMEOWNER'S INFORMATION

Association Name: _____ Contact/Phone: _____

Master Association Name: _____ Contact/Phone: _____

YOU WILL BE RESPONSIBLE TO PAY FOR ANY ESTOPPEL FEES THAT THE ASSOCIATION DEMANDS

Do you have a copy of your Title Insurance Policy? YES NO ****PLEASE EMAIL US A COPY****

Do you have a copy of your Survey and Elevation Certificate if the property is a single-family home?
 YES NO ****PLEASE EMAIL US A COPY****

Any improvements to the property or to adjoining neighboring properties since the date of the survey?
 YES NO

PROPERTY RENTALS

Is the subject property currently rented? YES NO

Are there any future rentals? YES NO

If YES, attach a copy of the Lease Agreement(s)

Amount of rent and date on which same is due:

Amount of Security Deposit you are holding, if any:

Provide the following as applicable:

Properties Titled as a Corporation: [The Articles of Incorporation](#)
[Current Year's Certificate of Good Standing](#)
[Corporate Resolution identifying authorized signors of the Corporation](#)

Properties Titled as a Partnership: [Partnership Agreement](#)

Properties Titled as a Limited Liability Company: [The Articles](#)

I/We are engaging in a 1031 Exchange: YES NO

Please let us know of any other information that may aid in closing this transaction more efficiently.
Thank you.

ADDITIONAL INFORMATION