



## The Terry Law Firm, PLLC

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### SELLER INFORMATION SHEET

Buyer Name:

Seller Name:

Property Address:

We are the closing attorney for the above referenced closing. You can help us produce a smooth closing by faxing this completed form to 980-265-1303 or emailing it to your paralegal.

PLEASE BE SURE TO CONTACT THE PARALEGAL OR CLOSING ATTORNEY AT LEAST 5 DAYS PRIOR TO THE EXPIRATION OF THE DUE DILIGENCE PERIOD TO OBTAIN INFORMATION REGARDING ANY POSSIBLE DEFECTS IN TITLE OR SURVEY.

- 1) Seller Information:  
Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_

\*\*\* If legally separated, we will need a copy of a recorded Separation Agreement.

\*\*\* If divorced, we will need a copy of the divorce decree

Is the subject property your primary residence? **YES / NO**

Social Security Numbers(s) \_\_\_\_\_ and \_\_\_\_\_

Forwarding address:

\_\_\_\_\_

Phone number:

Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

- 2) Current Mortgage Company Information (we cannot order payoffs without complete info)

a. First Mortgage:  
Company Name \_\_\_\_\_

Loan # \_\_\_\_\_ Phone # \_\_\_\_\_

- b. Second Mortgage or Equity Line (if applicable, EVEN IF ZERO BALANCE)

Company Name: \_\_\_\_\_

Loan # \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*\*\*DUE TO PRIVACY LAWS, THE SELLER IS RESPONSIBLE FOR OBTAINING A BLOCK LETTER FOR ALL EQUITY LINE PAYOFFS. THE SELLERS PROCEEDS CANNOT BE DISBURSED WIHTOUT THIS LETTER. ONCE OBTAINING, PLEASE FAX TO 980-265-1303.

Please have the Seller sign below authorizing The Terry Law Firm, PLLC to obtain payoffs on behalf of the Seller:

I authorize payoff information to The Terry Law Firm, PLLC

X \_\_\_\_\_

3. Realtor Information:  
Listing agent: \_\_\_\_\_% Selling Agent: \_\_\_\_\_%

Are there any bonuses or deductions from your commission? \_\_\_\_\_, if yes, please explain below:

\_\_\_\_\_

4. Homeowners Association: **YES / NO**

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Frequency: \_\_\_\_\_ Are they voluntary? \_\_\_\_\_

\*\* We will be contacting the association for information on dues. If the contact is an individual, please provide daytime and evening phone numbers.

5. Will all sellers attending closing? **YES / NO**

\*\* If NO, please contact your paralegal to make arrangements for an early signing. There is an additional charge.

Sellers, please acknowledge by initialing here: \_\_\_\_\_

6. Deed. Our office will prepare the Deed, 1099s and Owners Affidavit. Our customary fee for document preparation is \$275 and we do collect a \$25 shipping/handling fee and a \$35 cancellation fee for EACH Deed of Trust or lien of record. NOTE: SHORT SALES WILL ACCRUE ADDITIONAL CHARGES\*\*

Sellers, please acknowledge by initialing here: \_\_\_\_\_

7. Home Warranty, Invoices, Repairs, etc. to be paid at closing (We need all invoices to pay it on the HUD)

\$ \_\_\_\_\_ Payable to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ Payable to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ Payable to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ Payable to \_\_\_\_\_ for \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for your assistance. If at any time, you have a question or need assistance in completing this form, please do not hesitate to contact our office. However, please complete and return the form as soon as possible so there won't be a delay in closing.

**PLEASE NOTE FOR ALL EQUITY LINE PAYOFFS:** Due to the Privacy Act and PRIOR TO CLOSING, your client (the seller) is responsible for providing our office with a letter from the payoff lender stating that the account has been BLOCKED AND FROZEN TO ANY FUTURE ADVANCES. This can be accomplished by simply making a call to their lender or going to the branch and requesting this letter.

**WITHOUT THIS LETTER, CLOSING WILL BE DELAYED. THIS IS A REQUIREMENT OF OUR TITLE INSURANCE COMPANY NOT JUST THE TERRY LAW FIRM, PLLC.**

Thank you for your understanding and cooperation! We look forward to working with you.