|  |  |  |  |
| --- | --- | --- | --- |
| Daniel A. TerryStephanie M. Barfield\*William F. Kirk, IIIJonathan B. PolkingRichard G. Hoefling\*\*\*Licensed in NC and SC \*\*Of Counsel

|  |
| --- |
|  |

 | The Terry Law Firm, PLLCAttorneys at Law1915 Rexford Road, Suite 150Charlotte, NC 28211 | Telephone (980) 265-1300Facsimile (980) 265-1303www.theterrylawoffice.com |

**SELLER INFORMATION SHEET – PLEASE READ ALL DETAILS**

Seller Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closing Date: \_\_\_/\_\_\_/\_\_\_ @ \_\_\_\_\_\_\_ AM/PM

We have been selected as the closing attorney for the above referenced closing. You can help us produce a smooth closing by faxing the following information to the attention of Joy Grant at 980-265-1303 or emailing to Joy@theterrylawoffice.com.

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 \_\_\_\_\_

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

Is the subject property your primary residence? \_\_\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_No

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

Forwarding address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: Home: \_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***LEGAL REQUIREMENTS – FAILURE TO PROVIDE THIS INFORMATION COULD***

***DELAY YOUR CLOSING.***

**1 - If legally separated we will need a copy of a recorded Separation Agreement.**

**2 - If divorced we will need a copy of the divorce decree.**

**3 - If the seller is a corporation or LLC we will need a copy of the Articles of Incorporation (for**

 **a corporation) or the Operating Agreement (for an LLC).**

**4 - We need to be informed if you are in or have filed bankruptcy in the past 7 years.**

**5 – Have you made any improvements to your property in the past year? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No**

 **If yes, did it require having a building permit pulled? \_\_\_\_\_\_\_\_\_\_\_**

 **Was a lien agent appointed through LiensNC.com? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No**

 **If yes, please provide the entry #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Mortgage Company Information (we cannot order payoffs without complete information):**

1. First Mortgage:

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

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

**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.

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

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

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

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Realtor Information:

Listing agent: \_\_\_\_\_\_% Selling Agent: \_\_\_\_%

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

1. 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.

1. Will all sellers attending closing? \_\_\_\_\_\_\_\_\_\_YES \_\_\_\_\_\_\_\_\_\_\_\_\_NO

\*\* If NO, please contact your paralegal to make arrangements for an early signing. There is no additional charge for early signing but mail away documents will have additional shipping

charges. We prefer not to use a Power of Attorney for any seller documents. You would need to make arrangements to sign early or have documents sent to you.

Deed: Our office will prepare the Deed, 1099s and Owners Affidavit. Our customary fee for document preparation is $450.00 NOTE: SHORT SALES WILL ACCRUE ADDITIONAL CHARGES\*\* Sellers, please acknowledge by initialing here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

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