

SELLER INFO SHEET

LAW OFFICE OF RICHARD R. FOUST, PA
204 MUIRS CHAPEL RD. STE 102 GREENSBORO, NC 27410
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NOTE: All Information must be completed before we can begin work on this closing file.

Property: _____

SELLER(s): _____ Marital Status: _____

Please list spouse's name _____

Phone: _____ E-mail: _____

Social Security # _____

SELLER(s): _____ Marital Status: _____

Please list spouse's name _____

Phone: _____ E-mail: _____

Social Security # _____

SELLER'S FORWARDING ADDRESS _____

If the seller is a business entity, please provide the full names of all authorized and/or required signor(s) for this transaction:

Is the property currently in foreclosure or at risk of foreclosure? ____ YES ____ NO

Are you in active bankruptcy? ____ YES ____ NO

Is this a rental property? ____ YES ____ NO *[You will need to provide a copy of the lease]*

If this is a rental property, will the rent and security deposit be transferred on the closing statement? ____ YES ____ NO * Monthly Rent Amount: \$ _____ * Security deposit held: \$ _____

Is this property held in a trust? ____ YES ____ NO *[A copy of the trust documents are required for review]*

Is this property owned by an Estate? ____ YES ____ NO *[Estate documents will be required for review]*

SELLER INFO SHEET

Please list your current Mortgage Company & Loan Information below:

1st Mortgage Company: _____

Phone # _____

Loan # _____

2nd Mortgage Company: _____

Phone # _____

Loan # _____

3rd Mortgage Company: _____

Phone # _____

Loan # _____

Are there Association Dues? _____ If so, amount \$ _____

Collected (monthly/quarterly/annually) _____

Company Name: _____ Phone #: _____

*If there are any Association Dues, Contact name, phone number, and address to send payment are required. **Dues must be verified prior to closing, otherwise closing will be delayed***

Does seller want our firm to prepare the sellers documents? _____

We charge \$250.00 for seller docs. (Please note that there is an additional charge of \$100 if there are payoffs that need to be cancelled after closing)

If no, then who will be preparing seller docs? _____

Phone: _____

Will seller attend closing? _____. If no, will a POA be required? _____

Who will be authorized on the POA? _____ (a \$100 fee for POA).

How would the seller like to receive proceeds?

Pick up _____ UPS Overnight _____ (\$55) Wire _____ (\$55)

In order to send a wire, we must have wiring instructions from your bank that we can call and verify.

Account Information (for wiring purposes):

Bank Name: _____

Account Name: _____

Account # _____

ABA /Routing # _____

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Are there any additional charges/ Inspections that the Seller has agreed to pay? _____

If so, please list:

*****PLEASE NOTE: Additional fees, starting at \$200.00 MAY apply for, but not limited to: 1031 exchanges, work by our firm to resolve any adverse title matters such as obtaining the release of a pre-existing lien, Short sales, termination of Contract by Seller, or inability to complete terms of the Contract.**

******Please be advised that in the event there is a refund of any amount less than ten dollars, \$10.00, then the Firm is allowed to retain those funds less than \$10.00, at the Firm's discretion. ******

AGREED TO:

SELLER

SELLER

SELLER INFO SHEET

AUTHORIZATION TO RELEASE INFORMATION BECAUSE OF PRIVACY REGULATIONS, LENDER MAY REQUIRE SIGNED AUTHORIZATION TO RELEASE PAYOFF INFORMATION

LENDER: _____ Account# _____

LENDER: _____ Account# _____

LENDER: _____ Account# _____

I/we authorize individuals and institutions named above to provide THE LAW OFFICE OF RICHARD R. FOUST, PA and its employees, any and all information and documentation requested in order to assist THE LAW OFFICE OF RICHARD R. FOUST, PA in obtaining loan and payoff information for loans I owe to said lender(s). Such information shall include, but is not limited to: account balance, payment information and verbal and written payoff information. I understand that the lender may charge a fee to my account for a faxed written payoff statement. Lender is asked to forward any requested information in a prompt manner. Thank you for your cooperation in this matter.

EQUITY LINES/OPEN ENDED ACCOUNTS: If account is an equity line of credit, we hereby request that the account be immediately blocked to further advances and closed and satisfied if the account has a zero balance. Upon receipt of a future payment from me or The Law Office of Richard R. Foust, PA, reducing the account to zero, please close the account and satisfy any deed of trust recorded to secure the account.

Please note: A copy of this authorization may be accepted as an original.

This authorization shall expire in 60 days from the date signed

Date: _____

BORROWER: _____

BORROWER: _____