

LANCASTER, TROTTER, PICKETT & OWENS, PLLC
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SELLER INFORMATION SHEET

Please complete and return via email to CAROLINE@LTP-LAW.COM and JENNIFER@LTP-LAW.COM

Failure to provide this completed form to our office in a timely fashion may delay your closing.

***Note: due to increased wire fraud, proceeds will NOT be wired if a Seller does not physically come to our office, show a valid government issued ID and sign the Proceeds Directive.**

Seller 1 Name: _____

Seller 2 Name: _____

Subject Property Address: _____

Marital status (Check One): _____ Married _____ Unmarried _____ Widow/Widowed

***Note: If you are married, your spouse MUST sign the Deed. If Legally Separated, please provide copies of documentation indicating that your spouse has relinquished all interest in the property.**

*****IF SELLER IS AN ENTITY COMPLETE THIS SECTION:**

Selling Entity name: _____

Selling Entity EIN # _____

Full name of individual authorized to sign for entity: _____

Representative Capacity of the signing individual (e.g. Officer, Member, Manager, Trustee, etc.): _____

PLEASE PROVIDE EVIDENCE OF THE AUTHORIZED PERSON'S AUTHORITY TO ACT ON BEHALF OF THE ENTITY (E.G. CORPORATE RESOLUTION, BYLAWS, OPERATING AGREEMENT, OR TRUST AGREEMENT).]***

MANUFACTURED HOME NOTICE: If the property being sold is a manufactured home, you must provide proof that the DMV title to the home has been surrendered to the DMV and cancelled or the Buyer will not be able to obtain a loan on the property. Please contact our firm IMMEDIATELY with proof of the current status of the manufactured home title. Failure to do so will delay closing.

Seller Contact Information:

Forwarding Address: _____

***Note: We must have a forwarding address – please do not leave blank.**

Email Address: _____ Phone Number: _____

Social Security Number: (Seller 1) _____ - _____ - _____ Social Security Number: (Seller 2)----- _____

Are you a U.S. Citizens or holder of a valid Green Card/Permanent Resident Card? _____ Yes _____ No

Seller Closing Documentation:

Will all Sellers attend closing? _____ Yes _____ No

If all Sellers will not attend closing, you must provide original, notarized documents to our office prior to closing. Please note that some Seller closing documents require the Seller to sign in the presence of a Notary Public and ORIGINALS will need to be returned to our office prior to closing. The Settlement Statement may likely not be available until 24 hours prior to closing. This statement can be signed electronically through DocUSign.

As a courtesy, Lancaster, Trotter, Pickett and Owens, PLLC will prepare the Seller closing documentation for a standard fee as a Seller expense collected at closing. In the event that title curative measures are necessary or Seller’s title involves an entity or an Estate/Trust, the standard fee for the Seller will increase. Please advise us immediately if you have retained counsel to prepare your Seller closing documentation.

Would you like LTPO to draft your Seller documents? _____ Yes _____ No

If our office will not be preparing the Seller closing documents, please provide name and contact information for the Seller’s Attorney:

Attorney/Firm Name: _____ Email: _____

Disbursement of Funds:

Please note that proceeds cannot be disbursed until the deed is recorded with the county Register of Deeds.

Proceeds will only be made payable to the current title owner. For example – if the title owner is an entity, proceeds will only be made payable to the entity.

_____ Pick up check (no charge)

_____ FedEx overnight Proceeds (\$50.00)

Address: _____

Wire (\$75.00)

Note: Proceeds will NOT be wired if a Seller does not physically come to our office, show a valid government issued ID and sign the Proceeds Directive. We will wire to another attorneys office if you have another closing where proceeds are needed and you are unable to come into the office once we verify the wire instructions.

******* If a Seller checks the “Pick up check” option and later elects for a Wire transfer, Lancaster, Trotter, Pickett and Owens, PLLC is hereby authorized to reduce the Seller’s proceeds by the \$75.00 wire fee.**

Homeowners Association (if applicable):

Association Name: _____

Management Company: _____

Contact Information: _____

Dues Amount: \$_____ Frequency: _____Yearly _____Quarterly _____Monthly _____Other

***Note: Please cancel any auto draft for your HOA account.**

Our office will order the HOA certification within ten (10) business days of the closing to assure that the information is current and correct at closing. **Failure to provide this information timely may result in HOA "Rush Fees" charged to the Seller at closing. Our firm cannot be held responsible for these rush fees if the management company requires that they must be collected.**

The following Homeowners Associations require advance payment of fees to obtain account information. Our office will order the HOA Certification and send you an email with the link to make the upfront payment with your credit card. FAILURE TO MAKE THE PAYMENT IN A TIMELY MANNER MAY DELAY YOUR CLOSING OR INCUR A RUSH CHARGE.

Braesael Management, Henderson Properties, Community Association Management, Cusick Community Management, Key Community Management, and Revelation Community Management.

Realtor Commission Information:

Listing/Seller Agent: _____

Selling/Buyer Agent: _____

Listing/Seller Agent Commission: _____ Selling/Buyer Agent Commission: _____

Total Commission %: _____

Miscellaneous Information:

In the past 120 days, has the Seller hired any contractors to make improvements or repairs to the property? _____Yes _____No. If yes – please provide amount and verification of invoices paid.

Is the Seller paying for a home warranty? _____Yes _____No. If yes – please provide invoice for warranty.

Are there tenants occupying the property? _____Yes _____No

Mortgage Loan/Deed of Trust/Home Equity Line of Credit Payoff:

Payoff #1: _____Mortgage _____Equity Line

Bank Name: _____

Loan No.: _____Approximate Balance: _____

Lender Contact Phone Number: _____

SSN of Current Mortgagor (Seller) *required*: _____

Payoff #2: _____Mortgage _____Equity Line

Bank Name: _____

Loan No.: _____Approximate Balance: _____

Lender Contact Phone Number: _____

SSN of Current Mortgagor (Seller) *required*: _____

Authorization to Provide Loan Payoff Information

Do Not E-sign – wet-signature required

I/We hereby authorize you (mortgage lender or the foreclosing attorney) to release to Lancaster, Trotter, Pickett & Owens, PLLC, or my attorneys, agents and assigns any and all information that they may require about my loan and mortgage for real property known as:

(property address/ collateral).

In addition, I/We hereby authorize you (mortgage lender) to release to Lancaster, Trotter, Pickett & Owens, PLLC or its agents and assigns a payoff statement, payoff letter, close and block equity line letter, or paid in full loan letter. Lancaster, Trotter, Pickett & Owens, PLLC is further authorized to sign a payoff request in my name for any such loan.

“Agents” shall include all real estate brokers and their assistants, title or escrow companies and their employees, and attorneys and their employees.

_____(SEAL) Date: _____
Signature
Print Name: _____

_____(SEAL) Date: _____
Signature
Print Name: _____