

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

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

Return to: Jennifer Peters – jennifer@ltp-law.com

Seller 1 Name: _____

Seller 2 Name: _____

Subject Property Address: _____

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

Name of Spouse (if applicable): _____

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) ----- _____

If Seller is an LLC, Corporation, Trust or other entity, EIN: _____

***Note: If an LLC, Corporation, Trust or other entity, please provide documentation authorizing the sale of the Subject Property.**

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

Are you/your business a South Carolina Resident for the current calendar year (i.e. will you file taxes with the state for the current calendar year?) _____ Yes _____ NO

Is the Property being transferred a business asset? _____ Yes _____ No

Will the transfer of this property be a majority of the business assets? _____ 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 & Owens, PLLC (“LTPO”) 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 in accordance with our fee schedule. 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. If you do not have an account with a bank under the record owners name, we recommend you start that process.

_____ 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 attend closing OR deliver wire instructions with a valid government issued ID.**

***If a Seller checks the “Pick up check” option and later elects for a Wire transfer, Lancaster, Trotter, Pickett & 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 and 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 90 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: _____

****Note: A wet signature is required below if LTPO will need to order a payoff statement.**

Authorization to Provide Loan Payoff Information
Do Not E-sign – wet-signature required

I/We hereby authorize you (mortgage lender) 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: _____.

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: _____
Print:

_____(SEAL) Date: _____
Print: