

## SELLERS INFORMATION SHEET

Note: To ensure a timely closing for all parties involved, please complete this form **in full** using Adobe Acrobat Reader (freely available) and return it by either emailing it to us at [jackie@jonathanmccollum.com](mailto:jackie@jonathanmccollum.com) or fax them to McCollum Law, PC at 919-882-1210.

### Seller(s) Information

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

Is the property your primary place of residence?  Yes  No

Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type:  Home  Work  Mobile

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

Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type:  Home  Work  Mobile

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

Seller(s) Marital Status:  Single  Married  Divorced  Separated  Widow/Widower

**Please provide a forwarding address for the Seller(s) that is valid after closing**

Forwarding Address: \_\_\_\_\_

### Loan Payoff Information

Name of Mortgage Lender: \_\_\_\_\_

Loan/Account Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Last Payment Date: \_\_\_\_\_

**Note: Seller(s) must obtain an official pay-off statement and have it faxed to McCollum Law, PC at (919) 882-1210. Pay-off must extend to 3 days after closing date. Failure to do so will delay receipt of funds. \$35.00 fee will be assessed per pay-off.**

### Sellers' Agent Information

Listing Agents Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Commission Total Percentage (%): \_\_\_\_\_

Sellers' Agent Percentage (%): \_\_\_\_\_

Buyers' Agent Percentage (%): \_\_\_\_\_

Any Other Real Estate Fees: \_\_\_\_\_

Homeowners Information

Name of Homeowners Association: \_\_\_\_\_

Management Co.: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Dues: \_\_\_\_\_

Closing Information

Who will prepare the Deed and Lien Wavier? (*choose one*)

We request that McCollum Law, PC  
prepare the Sellers' closing documents  
at a rate of \$250.00.

Note: McCollum Law, PC is retained to  
represent the Buyers in this transaction.

The Sellers' have obtained legal counsel to  
prepare the deed:

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

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

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

**Note: A \$100.00 processing fee will be charged if Deed Package is prepared by outside counsel but executed at McCollum Law, PC. Full price will be charged if a Deed Package is not fully completed when received by McCollum Law, PC.**

Will the Seller(s) be at closing?  Yes  No

**Note: If the Seller(s) will not be at closing, please contact our office to make arrangements for the Seller to sign the Deed and Lien Waiver.**

How do Sellers want to receive their proceeds? (*choose one*)

In -Person at McCollum Law, PC

Mail check to Sellers' forwarding address (*above*)

Wire funds to Sellers' bank (Wire Fee is \$35.00 per wire)

Other: \_\_\_\_\_

Closing Details

Are Sellers providing Home Warranty?  Yes  No Amount: \_\_\_\_\_

Are Sellers paying any closing costs?  Yes  No Amount: \_\_\_\_\_

Are there other miscellaneous charges? \_\_\_\_\_ Amount: \_\_\_\_\_

Additional Information