



## SELLER INFORMATION SHEET

It is our pleasure to conduct the settlement of your transaction. Please assist us by completing this form in its entirety. **PLEASE SEND THIS FORM BACK IMMEDIATELY WITH A COPY OF ALL SELLER(S) GOVERNMENT ISSUED IDENTIFICATION.**

**SUBJECT PROPERTY ADDRESS:** \_\_\_\_\_

**SELLER 1 FULL NAME:** \_\_\_\_\_

Single  Married  Divorced  Widow/Widower

Social Security /EIN No.: \_\_\_\_\_ Residency: US Citizen?  Yes  No

Date of Birth: \_\_\_\_\_ Will you be attending the closing?  Yes  No

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

Best number to reach you: \_\_\_\_\_

Mailing/Overnight/Forwarding Address: \_\_\_\_\_

**SELLER 2 FULL NAME:** \_\_\_\_\_

Single  Married  Divorced  Widow/Widower

Social Security /EIN No.: \_\_\_\_\_ Residency: US Citizen?  Yes  No

Date of Birth: \_\_\_\_\_ Will you be attending the closing?  Yes  No

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

Best number to reach you: \_\_\_\_\_

Mailing/Overnight/Forwarding Address: \_\_\_\_\_

**\*\*\* SELLER AS CORPRATION:** Corporation/Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Signor: \_\_\_\_\_ Title: \_\_\_\_\_

**\*\* Please provide a full copy of the most recent operating agreement and Corporation documents**

**SELLER ATTORNEY** Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

**NOTE: IF SELLER(S) IS/ARE MARRIED, and the property being sold is homestead, the spouses will be required to sign certain documents at closing.**

**Is this a Short Sale Transaction?**  Yes  No If Yes, Who is Negotiating \_\_\_\_\_

**Who currently occupies the property?**  Owner  Tenant  Vacant

If **Tenant occupied**, please provide a FULL copy of the current lease agreement and Tenant Estoppel letter.

**Property Type:**  Duplex  Triplex  Condominium  Single Family  Other \_\_\_\_\_

**Is this property an Investment?**  Yes  No

**Is this your Homestead?**  Yes  No



Do you have any Mortgage's and/or Line of Credit's against this property?  Yes  No  
If YES, A **Third Party Authorization** form is required for each lender/mortgage.

**1<sup>st</sup> Mortgage:** \_\_\_\_\_  
Phone: \_\_\_\_\_ Loan #.: \_\_\_\_\_

**2nd Mortgage:** \_\_\_\_\_  
Phone: \_\_\_\_\_ Loan #.: \_\_\_\_\_

Does this property have a homeowners or condominium association?  Yes  No  
If Yes, the below **HOA CERTIFICATION** form is required to be sent back to us signed and dated.

How many associations? \_\_\_\_\_ Is a certificate of approval required?  Yes  No

**1<sup>st</sup> Association:** \_\_\_\_\_  
Contact person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

HOA amount due \$ \_\_\_\_\_  Monthly  Quarterly  Annually  Other \_\_\_\_\_

Is account current?  Yes  No Next payment is due on: \_\_\_\_\_

**2<sup>nd</sup> Association:** \_\_\_\_\_  
Contact person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

HOA amount due \$ \_\_\_\_\_  Monthly  Quarterly  Annually  Other \_\_\_\_\_

Is account current?  Yes  No Next payment is due on: \_\_\_\_\_

How would the seller like to receive their proceeds?  Check  Wire Transfer

**SELLER/LISTING REALTOR:**

Real Estate Agency Name: \_\_\_\_\_

Realtor's Name: \_\_\_\_\_

Realtor's Email: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Realtors processing fee: \$ \_\_\_\_\_ Commission %: \_\_\_\_\_

**DISBURSEMENT OF FUNDS:** How would you like your commissions delivered after funding?

Wire, please provide wire instructions and an executed Broker Disbursement Authorization form

Overnight, please provide overnight address: \_\_\_\_\_

Pick up

**BUYER'S REALTOR:**

Real Estate Agency Name: \_\_\_\_\_

Realtor's Name: \_\_\_\_\_

Realtor's Email: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Realtors Processing fee: \$ \_\_\_\_\_ Commission %: \_\_\_\_\_



## HOA ESTOPPEL CERTIFICATION FORM

Name of Homeowner(s): \_\_\_\_\_

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

Management Company: \_\_\_\_\_

Telephone No: \_\_\_\_\_

### PLEASE READ THE INFORMATION BELOW AND SELECT ONE OPTION

Based on the new closing/settlement changes, Independent Settlement Agents/Agencies are no longer permitted to pay for a sellers HOA Estoppel letter prior to closing. To further secure a smooth and successful closing, the seller(s) shall have the below options for obtaining an HOA Estoppel letter prior to closing.

Seller(s) **will request and pay** for an estoppel letter directly with HOA prior to the contract closing date. Seller(s) will provide The Law Office of Odelia Goldberg with proof of the request and further avoid a HOA estoppel letter rush fee. Seller(s) must order the estoppel letter at the inception of the closing process to ensure the estoppel is received in time for the scheduled closing.

Seller(s) has authorized **The Law Office of Odelia Goldberg** the estoppel letter from the HOA through a third party vendor upon Buyer's lender clear to close notice. Selecting this option will incur the HOA's rush service fee and a third party vendor fee for the estoppel letter. Said fee will be collected and reimbursed to The Law Office of Odelia Goldberg at time of closing.

**I HEREBY ACCEPT, HOLD THE LAW OFFICE OF ODELIA GOLDBERG HARMLESS, AND SHALL ASSUME ANY RESPONSIBILITIES SHOULD THE HOA ESTOPPEL LETTER NOT BE DELIEVRED TO THE SETTLEMENT AGENT PRIOR TO THE CONTRACT CLOSING DATE.**

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of seller

\_\_\_\_\_  
Printed name of seller



**AUTHORIZATION TO RELEASE MORTGAGE PAYOFF INFORMATION**

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

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

Loan No.: \_\_\_\_\_ Lender Phone No.: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Social Security #.: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

I/we, the undersigned borrower(s) on the loan referenced above, hereby grant permission for the release of all mortgage/payoff information to **The Law Office of Odelia Goldberg** and any of its agents. The requested payoff information is necessary to complete our real estate closing transaction and satisfy said loan.

**EQUITY LOAN ACCOUNT (IF APPLICABLE):**

If this is an equity loan, no future advances will be made (or new checks written) with respect to the account and you are requested to “freeze” the account and close same upon receipt of payoff.

\_\_\_\_\_  
Seller/Borrower Signature      Date

\_\_\_\_\_  
Seller/Borrower Signature      Date

\_\_\_\_\_  
Printed name of Borrower

\_\_\_\_\_  
Printed Name of Borrower



**AUTHORIZATION TO DISBURSE FUNDS**

**Settlement Agent:** The Law Office of Odelia Goldberg

**Name of Seller(s):** \_\_\_\_\_

**Subject Property Address:** \_\_\_\_\_

I/we, \_\_\_\_\_,  
Hereby authorize and direct the above mentioned closing/settlement agency to disburse the seller net proceeds as follows:

**Check**       **Wire Transfer**

**If Wire**, please provide the below financial institution information.

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

Wire ABA Routing No.: \_\_\_\_\_

Beneficiary: \_\_\_\_\_

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

Account Number: \_\_\_\_\_

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Seller

\_\_\_\_\_  
Printed Name of Seller