

SELLER INFORMATION SHEET

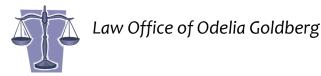
It is our pleasure to conduct the settlement of your transaction. Please assist us by completing this form in its entirety. **PLEASE SEND THIS FORM BACK IMMEDIATELY WITH A COPY OF ALL SELLER(S) GOVERNMENT ISSUED IDENTIFICATION.**

SUBJECT PROPERTY ADDRESS:					
SELLER 1 FULL NAME:					
\Box Single \Box Married \Box Div	orced 🗆 Widow/Widower				
Social Security /EIN No.:	Residency: US Citizen? 🗌 Yes 🗌 No				
Best number to reach you:					
SELLER 2 FULL NAME:					
□Single □Married □ Divorced □Widow/Widower					
Social Security /EIN No.:	Residency: US Citizen? 🗆 Yes 🗆 No				
Email Address: Best number to reach you:	_ Will you be attending the closing? □ Yes □ No				
*** SELLER AS CORPRATION: Corporation/Con	npany Name:				
Company Address:	Contact Person:				
Email Address:	Phone: 				
Authorized Signor: Title: T					
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? UYes No	If Yes, Who is Negotiating				
Who currently occupies the property? Own If <u>Tenant occupied</u> , please provide a FULL copy of the second sec	her □Tenant □Vacant he current lease agreement and Tenant Estoppel letter.				
Property Type: Duplex Driplex 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?
U Yes U No **If YES,** A **Third Party Authorization** form is required for **each lender/mortgage**.

1 st Mortgage:		
Phone:	Loan #.:	
2nd Mortgage:		
Phone:	Loan #.:	
Does this property have a homeow	ners or condominium association? □ Yes □ No <u>N</u> form <u>is required</u> to be sent back to us signed and dated.	
How many associations?	Is a certificate of approval required? □ Yes □ No	
1 st Association:	Phone No.:	
	Onthly Quarterly Annually Other	
Is account current? □ Yes □ No	Next payment is due on:	
2 nd 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 receiv	e their proceeds? Check Wire Transfer	
SELLER/LISTING REALTOR:		
Realtor's Name:		
Realtor's Email:	Phone No.:	
Realtors processing fee: \$	Phone No.: Commission %:	
DISBURSEMENT OF FUNDS: How w	ould you like your commissions delivered after funding?	
□ Wire, please provide wire Instruct	tions and an executed Broker Disbursement Authorization form	
\Box Overnight, please provide overnig	ght address:	
🗆 Pick up		
Realtor's Name:		
Realtor's Email:	Phone No.: Commission %:	
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 estopped 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 O	delia Goldberg	
Name of Seller(s):			
Subject Property Add	lress:		
I/we, Hereby authorize and seller net proceeds as	l direct the above me s follows:	, entioned closing/settlement a	agency to disburse the
	🗌 Check	Wire Transfer	
If Wire, please provid	le the below financia	al institution information.	
Bank Name:			_
Wire ABA Routing No	.:		_
Beneficiary:			_
Account Address:			_
Account Number:			_
Seller Signature	Date	Seller Signature	Date
Printed name of Selle	r	Printed Name of Sel	ler