

### **General Seller Document Instructions:**

**Please read these instructions thoroughly. This page contains important instructions for completing and returning these vital documents. Failure to comply with the instructions may result in a delay of closing.**

- 1.) Print these documents SINGLE SIDED
- 2.) Please review for accuracy. Let us know immediately if anything needs to be revised.
- 3.) Some of these documents must be signed in the presence of a NOTARY PUBLIC. Please refer to the below instructions to see which documents require a Notary and which do not. \*We prefer that your Notary use an INK SEAL to notarize these documents.\*
- 4.) If possible, after signing and having notarized, please email ([jon@lawofficejwa.com](mailto:jon@lawofficejwa.com)) or fax (919-573-0806) a “preview” copy of these documents for us to review before mailing.
- 5.) We require these originals before we can close. If mailing, please take care to choose a shipping method that provides tracking information and will arrive at our office before closing. **(Please use 2021 Fairview Road, Raleigh NC 27608 and provide our office with the tracking number).**

### **Documents Enclosed and Specific Instructions:**

**General Warranty Deed:** This document will transfer title from you to the buyers on the day of closing. Please sign on the second page where indicated. ***This document needs to be notarized.***

**Owner Affidavit and Indemnity Agreement:** This document certifies that you have had no one work on your home in the past 120 days who has not been paid. This states to the title company that no workers will be filing on a mechanics lien on the property. At the bottom of the form, please sign on the left-hand side on, have the notary complete and sign the middle section, and stamp their seal on the right-hand section. ***This document needs to be notarized.***

**FIRPTA Certificate:** This document confirms that you are a tax paying citizen. Please review for accuracy and sign at the bottom of the form.

**Certification of No Information Reporting:** You will need to answer questions 1-6 and sign on the second page. Please retain a copy of this document to provide to your CPA. Since we are not tax attorneys, we cannot advise you on this form. Specific questions will need to be answered by your CPA.

**Seller’s Affidavit:** This affidavit confirms your marital status, informs you that we rely on your current mortgage holder to supply accurate mortgage information and certifies that you are unaware of any liens or judgments against you. Please initial the applicable marital status and sign at the bottom of the form.

**Seller Proceeds Directive:** This form confirms how you want your proceeds disbursed after closing. Please complete and sign. ***This form must be notarized.***

**Limited Power of Attorney (if applicable):** This form can be utilized if you are not attending closing and wish to designate an individual who will attend closing and sign any remaining documents on your behalf. You will need to complete the "Name of Agent" portion on the first page, initial the correct “Grant of Authority” on the second page, and sign on the signature page. ***Please note this form must be notarized.***