

THE LAW OFFICE OF JONATHAN W. ANDERSON, PLLC

2021 Fairview Road
Raleigh, NC 27608

POST OFFICE BOX 6356
RALEIGH, NC 27628-6356
WWW.LAWOFFICEJWA.COM

TELEPHONE: 919-917-7927
FACSIMILE: 919-573-0806
EMAIL: jon@lawofficejwa.com

Seller Information Sheet

Property Address:

Closing Date:

BUYER NAME(S):

SELLER NAME(S):

(Provide name of spouse if individual seller is married; spouse must sign deed; call if you have questions about this)

MAILING ADDRESS:

(Forwarding Address)

Was property being sold the seller's primary residence? Yes No

Seller Telephone:

Seller Email:

Marital Status:

If separated, has there been a Separation Agreement or Free Trader Agreement prepared & recorded?

Social Security Numbers:

(Required for IRS reporting & obtaining payoffs)

First Mortgage Lender:

Loan No.:

Phone:

Approximate Balance:

(Attach a statement if available)

Second Mortgage/Equity Line:

Loan No.:

Phone:

Approximate Balance:

Third Mortgage/Equity Line/Lien:

Loan No.:

Phone:

Approximate Balance:

(Please continue to list all liens against the property along with contact information for payoff)

Current Title Insurance Company:

*****MUST HAVE*** HOMEOWNERS ASSOCIATION
(PROVIDE MANAGEMENT COMPANY INFO):**

Telephone:

If association is self-managed, provide name/telephone/email of President or Treasurer

WILL SELLER(S) ATTEND CLOSING?

IF NO, PLEASE CALL ASAP TO DISCUSS ARRANGEMENTS

(additional fees may apply for out-of-office closings)***

SHOULD THIS LAW FIRM PREPARE THE SELLER'S DEED?

(\$125.00 charge to seller)

SHOULD THIS LAW FIRM ORDER SELLER PAYOFF(S)?

(\$25.00 charge to seller per payoff)

Is there an existing survey of the property?

If yes, please fax or email copy

Home Warranty:

Seller Pay at Closing:

To be Ordered by:

Are there any other seller expenses to be paid at closing?

(e.g. buyer's closing costs, repairs, marketing fees, etc)

Listing Agent Name and Agency:

Selling Agent Name and Agency:

TOTAL COMMISSION: % SPLIT:

Realtor Transaction Fee:

WHO IS HOLDING THE EARNEST MONEY?

WILL EARNEST MONEY BE RETAINED?

Best Contact Information to Reach Listing Agent:

RETURN TO:

By email: jon@lawofficejwa.com

By fax: 919-573-0806

By USPS: PO Box 6356, Raleigh, NC 27628

By hand: 4208 Six Forks Road, Suite 1000, Raleigh, NC 27609