

File: _____

Property: _____



SELLER INFORMATION SHEET

Dear Property Owner,

Thank you for choosing Delray Title & Abstract Co. as your title insurance and closing agent. Please complete the information below regarding the sale of your home to help us in processing your transaction quickly. If there are more than two sellers, please just complete a separate sheet detailing the same information. If you have any questions completing this form, please do not hesitate to contact us. We are here to help!

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND DELIVER BACK TO US BY:

EMAIL: DelrayTitle@gmail.com or FAX: (561)278-1450

1. Seller #1:

Name: _____ male ____ female ____

Email: _____

Phone(s): _____

US Social Security #: _____ (Please note, Social security numbers are needed for the tax documents as well as any payoffs needed)

Primary residence addr: _____

I will be attending the closing in person: **YES / NO**

If not in person, where shall we overnight your documents to: _____

Marital Status – **circle one** SINGLE / MARRIED / DIVORCED- date of divorce _____ / WIDOWED

If married, please provide your spouse's name: _____

Forwarding address after closing: _____

Seller #2:

Name: _____ male ____ female ____

Email: _____

Phone(s): _____

US Social Security #: _____ (Please note, Social security numbers are needed for the tax documents as well as any payoffs needed)

Primary residence addr: _____

I will be attending the closing in person: **YES / NO**

If not in person, where shall we overnight your documents too: _____

Marital Status – **circle one** SINGLE / MARRIED / DIVORCED- date of divorce _____ / WIDOWED

If married, please provide your spouse’s name: _____

Forwarding address for after closing: _____

2. Tenant: Is this property tenant occupied: YES / NO if the property is tenant occupied, please provide a full copy of the Lease Agreement and a signed completed Tenant Estoppel Letter. If you do not have one, please request this from us.

3. Current Mortgage/Lien Information:

_____ check here only if your property is free and clear of any mortgages, equity lines of credit or liens.

First Mortgage- please take the following off a most recent statement or you can attach a recent statement if you prefer

Lender Name: _____

Loan Number: _____

Customer Service Phone Number: _____

Second Mortgage / Equity Line - please take the following off a most recent statement (or you can attach a recent statement if you prefer)

Lender Name: _____

Loan Number: _____

Customer Service Phone Number: _____

Any other liens attached to the property: YES / NO if yes, please provide contact details with any account numbers

4. Condominium / Homeowner's Association Information:

_____ check here if there is **NO** Association overseeing your community

1st -Name of Association: _____

Contact Name: _____ Phone: _____

2nd -Name of Management Company: _____

Contact Name: _____ Phone: _____

Note: We use a third-party vendor to orders estoppel requests from and lien searches and an additional service charge is assessed by those vendors.

5. Water Bill

_____ Check here if Water is included in the maintenance or association fees

_____ Check here if you pay water separately. Water/Utility account number is _____

and it is paid to: _____

6. Proceeds

I would like the proceeds from this sale by _____ check **or** _____ wire transfer**

****If a wire Transfer, funds will be sent within 24 to 48 hours of the end of the settlement/closing.** If a wire transfer, please confirm the wiring instructions with your bank prior to closing and make sure the account includes all sellers in the transaction if there is more than one seller. **Wire transfers will have an additional fee.**

****Sign here to acknowledge Wire Transfer details:** _____

6. Miscellaneous Information: Please check off if any of the below applies to this closing:

_____ I/We will not be able to attend the settlement in the office when the time comes and we understand that there will be additional fees for the document delivery and/or Notary Public services.

_____ Property is held in a Trust. Please provide us a copy of the Trust.

_____ There has been a death of an owner since taking title. Please attach a copy of the death certificate. An original may be needed at closing for recording.

_____ Misc.: if there is any other information you think we should know:

SELLER/OWNER AUTHORIZATION



Date: _____

Property Full Address: _____

I/We, _____, authorize Delray Title & Abstract Co. to obtain any mortgage/creditor information including payoff amounts on my/our behalf and authorize them to discuss any matters regarding my/our mortgage or any liens on the above referenced property until further notice is given.

I/We also authorize the settlement/closing agent to review my documents that may contain non-public personal information with parties related to my transaction, including but not limited to Real Estate agents and brokers, my/our attorney (if applicable), and any title agency personnel.

I/We understand and authorize any additional third-party service charges that will be added to the cost of any lien searches and/or estoppels ordered for the sale of my/our property.

Seller/Owner Date

Seller/Owner Date

Printed Name

Printed Name

Seller/Owner Date

Seller/Owner Date

Printed Name

Printed Name