

TO:

Via Fax/Email:

BUYER(S):
SELLER(S):
ADDRESS:

Please assist me in the upcoming sale of the above referenced property by providing as much of the following information as SOON as possible:

SELLER(S) SOCIAL SECURITY NUMBER(S)

Seller 1: _____ Attending Closing? ____ Yes ____ No
Seller 2: _____ Attending Closing? ____ Yes ____ No

SELLER(S) CONTACT NUMBERS AND EMAIL:

Seller 1: (Phone): _____ (Email): _____
Seller 2: (Phone): _____ (Email): _____

SELLER(S) FORWARDING ADDRESS:

PAY OFF INFORMATION

FIRST mortgage co:
Loan number:
Customer svc phone #:

SECOND mortgage or EQUITY LINE

Company:
Loan number:
Customer svc phone #:

TERMITE LETTER INFORMATION

Name of Company:
Has Termite Letter Been Paid?
Amount: _____

HOME WARRANTY

Name of Company:
Amount: _____
COLLECT OR POC:?

PLEASE REMEMBER to FAX the TERMITE LETTER to our office prior to closing.
Is this your Primary Residence? ____ Yes ____ No

HOMEOWNER ASSOCIATION INFORMATION OR CONDO ASSOCIATION INFO

Homeowner's Association? ____ Yes ____ No

Name of Treasurer or Mgmt Group: _____

Phone Number of Contact: _____

ARE THERE ANY SPECIAL SELLER NEEDS OR CONCERNS?

When complete, PLEASE Fax or email to this sheet back to me.