

# THE SPENCE LAW FIRM, PA

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## SELLER INFORMATION FORM

Listing Agent: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Total Commission & Agent Split: \_\_\_\_\_

Other Realtor Fees: \_\_\_\_\_

Commission Check Delivery

Pickup

Mail to: \_\_\_\_\_

*\*Commission will not be wired - please select mail or pickup*

Sellers: \_\_\_\_\_

Seller Contact Info: Telephone Numbers: \_\_\_\_\_

Email Addresses: \_\_\_\_\_

Seller Marital Status: \_\_\_\_\_

Seller Forwarding Address: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ For: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ For: \_\_\_\_\_

Are all Sellers U.S. Citizens or Green Card Holders?  Yes /  No *(if no, contact my office to discuss)*

Title Insurance Co.: \_\_\_\_\_

Will Seller Attend Closing?  Yes /  No

Do I Prepare Seller Docs?  Yes (Fee is \$325)\* /  No

**\*If the property is owned by a trustee in favor of a trust; or if there are more than two Sellers; if this is a 1031 Exchange; or if this is part of an estate, additional fees may be incurred whether or not I prepare seller docs depending on the nature of the particular situation. Contact my office to discuss if applicable.**

### **PAYOFF INFORMATION:**

**Lender:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Lender:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

### **HOMEOWNER'S ASSOCIATION INFORMATION:**

**Management Co.:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

### **Seller Proceeds Delivery:**

#### No Cost Options:

Regular U.S. Mail\* to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*a \$50 check cancellation and reissue fee will be assessed for checks lost in the mail.

Pickup

#### \$40.00 for FedEx or Wire:

FedEx Courier to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wire Transfer\*\*

\*\*My office requires a wire authorization signed and notarized by all title holding sellers with the original in my possession before I will wire seller proceeds