

THE SPENCE LAW FIRM, PA

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SPENCE@SPENCELAW.NET

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 \$350)* / 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

\$45.00 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