

# 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*

Seller: \_\_\_\_\_

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

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

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

EIN: \_\_\_\_\_ - \_\_\_\_\_

Is Seller Domestic Corporation/LLC/Partnership\*?  Yes /  No *(if no, contact my office to discuss)*

*\*If Seller is a single member LLC that has not made an S-Corporation Election, this will be the Member's Citizenship Status*

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

Will Seller Attend Closing?  Yes /  No\*

Name & Title of Corporate Officer who will sign on behalf of Seller: \_\_\_\_\_

Do I Prepare Seller Docs?  Yes (Fee is \$375.00) /  No

**\*\*If this transaction is part of a 1031 Exchange, additional fees may be incurred. Contact my office 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

#### \$50.00 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**