

# 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: \_\_\_\_\_

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 \$375)\* /  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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\$50.00 for FedEx or Wire:**  
 FedEx Courier to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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