

COLLINS & COLLINS LAW OFFICES, PLLC

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CLOSING INFORMATION SHEET – SELLER

Buyer: _____ Seller _____ Closing Date: _____

Property Address: _____

IMPORTANT! Please **COMPLETE OR HAVE YOUR CLIENT COMPLETE** this form in its entirety and return to our office. **TO AVOID** closing delays, this information is needed **IMMEDIATELY**

WILL A POWER OF ATTORNEY BE USED? YES/NO

IF SO, WHO WILL BE USING A POA? _____

IS A TRUST INVOLVED? YES/NO

Please note that a Certificate of Trust may be needed at closing and will need to be prepared by trust attorney.

IS AN LLC INVOLVED? YES/NO

Please note an operating agreement may need to be provided to our office in order to close.

IS THERE A 1031 TAX EXCHANGE? YES/NO

If so, who is 1031 company name & contact name? _____

Phone # _____ **email address:** _____

IS A BOAT SLIP INVOLVED? YES/NO

If yes, please provide paralegal with license, certificate and/or deed.

ARE THERE ANY EXISTING LEASES IN PLACE? YES/NO

****DOES THIS PROPERTY INCLUDE A MOBILE HOME OR MANUFACTURED:** YES / NO

If so, we will schedule the closing but will need to do NCDMV research on the mobile title prior to ordering title work. We must have either the mobile home title or VIN# in order to do the research. In addition, we will need to collect a \$250.00 nonrefundable upfront fee (this amount will come off of the total closing fee that we charge at closing).

1.) Does Seller have the mobile home title? YES/NO

2.) If they do, please have them email it to us as soon as possible.

3.) If not: What is the VIN# for the mobile home? _____

IS THIS PROPERTY A DUPLEX/TOWNHOME? YES/NO

If yes, when facing the property from the street is it to the LEFT or RIGHT?

UP or DOWN?

Proceeds: PLEASE BE ADVISED! DUE TO WIRE AND EMAIL FRAUD WE NO LONGER WIRE SELLER PROCEEDS.

How will the seller proceeds to be delivered?

____ Pickup ____ 2 day UPS (free) ____ Overnight \$55 courier fee

If UPS to what address: _____

Commission & Earnest Money:

Commission: Total: _____% Listing Agent: _____% Selling Agent: _____%
Earnest Money: \$ _____ Earnest Money Retained By: _____
Will the earnest money be retained or brought to closing? _____
Is there an admin/transaction fee? Y or N If so, what is the amount? _____
Who is it payable to: _____

SELLER INFORMATION:

Seller Name: _____ SS# _____
Seller Name: _____ SS# _____

MARITAL STATUS: If you are Married or Separated your Spouse MUST sign the deed

Please circle which applies: Single Married Divorced Legally Separated Widowed
If married spouses name: _____

Telephone numbers: _____

E-Mail addresses: _____

*****FUTURE MAILING ADDRESS: (REQUIRED)** _____

WILL OUR FIRM PREPARE THE DEED FOR THE SELLER(S) Yes No
If no, provide the attorneys name and number: _____
Is Seller in Town to sign deed? YES NO
If No how do seller docs need to be delivered? Email UPS (\$55 courier fee each way)

PLEASE PROVIDE HOMEOWNERS ASSOCIATION INFORMATION: (REQUIRED)

Name of Association and/or Management Company: _____
Contact Name: _____ Telephone Number: _____

PAYOFF INFORMATION FOR CURRENT MORTGAGES ON SUBJECT PROPERTY:(REQUIRED)

Lender: _____ Loan Number: _____ Telephone Number: _____
Lender: _____ Loan Number: _____ Telephone Number: _____
We will charge \$55.00 per payoff for a UPS Overnight/Wire Fee
Additional information: _____

*****PLEASE SEND OVER ANY INVOICES AS SOON AS YOU CAN!!!!**

*****PLEASE NOTE!!! NOT ALL LENDERS ALLOW OR ACCEPT ELECTRONIC SIGNATURES FROM THE SELLER ON THE HUD AND CLOSING DOCUMENTS*****

Completed By: _____ **Date:** _____