



The Law Office of Matthew McCrystal, PLLC

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Closing Date: _____ Time: _____

SELLER INFORMATION SHEET

Seller's Name: _____

Property Address: _____

Seller's Contact Info: (H): _____ (C): _____

Seller's Email Address: _____

Marital Status/Spouse Names: _____ / _____

***The spouse of a married or separated Seller must generally sign. Please ask!**

Social Security Numbers: _____ / _____

Mailing Address (*postclosing*): _____

Agent's Name: _____

Agent's Contact Info: (O): _____ (C): _____

Email address: _____

Commission %/Split: _____ / _____

Realtor Doc./Trans Fee: _____

PAYOFF INFORMATION ON PROPERTY / Seller's Existing Loans

1st Mortgage/Lender: _____ Loan #: _____

Contact Person: _____ Phone #: _____

2nd Mortgage/Lender: _____ Loan #: _____

Contact Person: _____ Phone #: _____

Homeowners Association? (Circle one) YES _____ NO _____

Name: _____ Monthly Dues: \$ _____

Phone Number: _____

Existing Title Insurance Co. & Policy #? (Please note, this is NOT Hazard Insurance) PLEASE ATTACH A COPY OF POLICY, IF AVAILABLE

Will Seller Attend Closing? (Circle one) YES _____ NO _____

If not, please email or call asap to make arrangements for docs to be signed

Should we Prepare Seller's Deed and closing Docs? YES _____ NO _____

(There is a \$150 fee; original docs must be signed before a notary at our office or elsewhere)

Indicate: Sign at closing _____ / Sign early at our office _____ / Docs should be emailed _____

Would you like your proceeds wired after closing? YES _____ NO _____

(There is a \$35 fee - PLEASE PROVIDE COPY OF A CHECK - DUE TO FRAUD PREVENTION GUIDELINES WE CAN NO LONGER ACCEPT VERBAL OR HANDWRITTEN/TYPED OR EMAILED BANKING INFORMATION)