

The Law Office of Matthew McCrystal, PLLC
547 Keisler Drive, Ste 204, Cary, NC 27518
Phone: (919) 378-9088/Fax (919) 355-6458
christina@mccrystalaw.com OR matt@mccrystalaw.com

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: Listing Agent%: _____ /Selling Agent% _____

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 #: _____

Was this a primary residence? YES _____ NO _____

Homeowners Association? (Circle one) YES _____ NO _____

Management Co Name: _____ Monthly Dues: \$ _____

Phone Number/Email: _____

Existing **Title Insurance Co.** & Policy #? (NOTE-this is **NOT** Homeowners Insurance)

PLEASE ATTACH A COPY OF POLICY, IF AVAILABLE, OR COPY OF PREVIOUS CLOSING STATEMENT

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 \$175 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*