

MEECE LAW FIRM, P.A.

ATTORNEYS AT LAW

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SELLER'S INFORMATION

PLEASE HELP US MEET THE NEW TIME REQUIREMENTS EFFECTIVE OCTOBER 1, 2015.

As you probably know, beginning in October, 2015, there will be new, much tighter requirements to get lenders all fees, title information, Seller payoffs and even HOA dues in a much quicker time-frame. **Failure to get everything to the lender in a timely manner is likely to cause delays in closing.** We will need your help to get us the needed information and return this information sheet within 7 calendar days so that we can process everything and help do our part to ensure closings happen on time.

Property Address:

Buyer's Last Name:

First Seller's Information

Name:

SSN/Tax ID:

Marital Status:

Phone:

Email:

Forwarding Address:

Second Seller's Information

Name:

SSN/TaxID:

Marital Status:

Phone (if different from First Seller):

Email (if different from First Seller):

Forwarding Address (if different from First Seller):

If seller is a corporation or other entity, who will sign on behalf of seller?

****Please note: If the seller is an estate or corporation, we will need particular documents to support the transaction. Please contact us at your earliest convenience for a list of the necessary documents.**

Current Mortgage Information

First Mortgage Lender:

Loan Number:

Contact Phone:

Second Mortgage/Equity Line of Credit Lender:

Loan Number:

Contact Phone:

Is the property in a Homeowners' Association:

Name(s) of Association(s):

Management Company:

Phone Number(s):

Buyer's Agent Commission:

Seller's Agent Commission:

Comments:

Will MEECE LAW FIRM prepare the seller documents (deed, lien waiver, etc.)?

If no, please provide the name and phone for the attorney who is preparing them and the fee we need to collect at closing:

If yes, to whom should we send completed documents for signing?

Will Seller attend closing?

Prior Title Insurance Policy:

How would you like to receive your proceeds? (We can FedEx funds or wire funds for a \$25 fee)

If you would like funds wired, please complete the following:

Bank Name:

ABA Number for wires:

Account Number:

Name on Account:

Bank City, State:

PLEASE NOTE: Sale proceeds will be made payable to all Sellers. If proceeds are to be disbursed in another manner, please provide written instructions signed by all Sellers outlining the preferred payout(s).