



SELLER INFORMATION SHEET

(Please return within 48 hours to ensure smooth closing)

Seller Names: _____

Property Address: _____

We are the closing attorney for the above referenced closing. You can help us produce a smooth closing by faxing (800.707-0157) or emailing (closing@paragonlaw-nc.com), the following information to us. Feel free to contact us at the phone or email above.

PLEASE BE SURE TO CONTACT THE PARALEGAL OR CLOSING ATTORNEY, ERIK LINCOLN, AT LEAST 5 DAYS PRIOR TO THE EXPIRATION OF THE DUE DILIGENCE PERIOD TO OBTAIN INFORMATION REGARDING ANY POSSIBLE DEFECTS IN TITLE OR SURVEY.

1) Seller Information:

Marital Status: Married____ Single____ Divorced____ Separated____

*** If legally separated, we will need a copy of a recorded Separation Agreement.

*** If divorced, we will need a copy of the divorce decree

Name: _____ SSN: _____

Work#: _____ Cell#: _____ Email: _____

Name: _____ SSN: _____

Work#: _____ Cell#: _____ Email: _____

Provide email addresses above where settlement statement can be sent for review

Is property primary residence of seller's? Yes _____ No _____

Forwarding Address: _____

2) Current Mortgage Company Information (we cannot order payoffs without complete info)

a. First Mortgage:

Company Name _____

Loan # _____ Phone # _____

b. Second Mortgage or Equity Line (if applicable, EVEN IF ZERO BALANCE)

Company Name: _____

Loan # _____ Phone # _____

DUE TO PRIVACY LAWS, SELLER IS RESPONSIBLE FOR OBTAINING A BLOCK LETTER FOR ALL EQUITY LINE PAYOFFS. SELLER SHOULD CONTACT THEIR EQUITY LINE LENDER AND REQUEST A BLOCK LETTER. AFTER OBTAINING, PLEASE EMAIL to closing@paragonlaw-nc.com.

- In addition to the above we need a completed payoff authorization form sent back to us. To accomplish this, Seller should email a completed copy of the attached Seller Payoff Authorization Form back to us.

3) Realtor Information:

Listing Agent: _____ % Selling Agent: _____ %

Are there any bonuses or deductions from your commission? _____, if yes, please explain: _____

4) Homeowners Association? YES___ or NO___

a. HOA #1

Contact Name: _____ Phone: _____

Amount \$ _____ Frequency: _____ Are they voluntary? _____

b. HOA #2 (if applicable)

Contact Name: _____ Phone: _____

Amount \$ _____ Frequency: _____ Are they voluntary? _____

5) Will all sellers and spouses attend closing? YES___ or NO___

** If NO, please contact us to make arrangements for an early signing (there may be an additional charge). If only one spouse is named on deed, both spouses still must sign deed to convey property.

6) Deed. Our office will prepare the Deed, 1099s, Owner's Affidavit, Settlement Statement, and other necessary documents. Our customary fee for this is \$285 and a \$50 cancellation fee for EACH Deed of Trust or lien of record. If you have your own attorney prepare the required documents, we charge \$175 for our settlement work plus the fee for canceling any Deed of Trust / lien. NOTE: SHORT SALES WILL ACCRUE ADDITIONAL CHARGES**
Sellers, please acknowledge by initialing here: _____

7) Improvements. Have there been any improvements to the property in the last 120 days?
YES___ or NO___

8) Proceeds. How do you want to receive your proceeds from the sale: Pick up Check ;
Mail Check ; or Wire . If by wire, a \$30 wire fee will be charged to cover bank fees.

9) Paid at Closing. Please provide any invoice for home warranty, repairs, and other to be paid at closing or that was paid prior to closing. If not providing now, please let us know what invoices you will be providing _____.

10) Signature: Receipt of this Seller Information Sheet Acknowledged by: _____

PLEASE NOTE FOR ALL EQUITY LINE PAYOFFS: Due to the Privacy Act and PRIOR TO CLOSING, the Seller is responsible for providing our office with a letter from the payoff lender stating that the account has been BLOCKED AND FROZEN TO ANY FUTURE ADVANCES. This can be accomplished by simply making a call to their lender or going to the branch and requesting this letter. WITHOUT THIS LETTER, CLOSING WILL BE DELAYED. THIS IS A REQUIREMENT OF OUR TITLE INSURANCE COMPANY.

If you have any questions when completing this form, do not hesitate to contact our office. To assure a smooth close please return this form within **48 hours**. Thank you for your understanding and cooperation! We look forward to working with you.

SELLER PAYOFF AUTHORIZATION FORM

SELLERS: _____

PROPERTY ADDRESS: _____

1st MORTGAGE LENDER: _____

Loan Number: _____

2nd MORTGAGE LENDER: _____

Loan Number: _____

I/We (the "Sellers") authorize the Lenders to release to Paragon Law (and its Assigns) any and all information that is required to obtain a payoff statement for my loan and mortgage/deed of trust. I/We authorize the Lenders to release to Paragon Law (and its Assigns) an assumption package and payoff statement. Further, Lenders are authorized to reproduce this document to acquire reference from more than one source. "Assigns" shall include all real estate brokers and their salespersons or assistants, title or escrow companies and their employees, and attorneys and their employees.

Sellers:

Name _____ SSN _____

Signature _____ Date _____

Name _____ SSN _____

Signature _____ Date _____

Seller: Please email your completed form to closing@paragonlaw-nc.com or Fax 800.707.0157. This will help us close this transaction in a more timely and efficient manner. Thank you for your help!