

CARY LAW/MILLER & ASSOCIATES, PLLC

315 N. Academy St. Ste. 100 / Cary, NC 27513
(919) 462-1640 / (919) 462-1641 fax

MARTY E. MILLER

SELLER INFO SHEET

To:
Property:

Closing Date/Time:

SELLER NAME(S): _____
(Provide name of spouse if individual seller is married; spouse must sign deed)

MAILING ADDRESS: _____
(Forwarding Address) _____

Telephone: (H): _____ (C): _____ (W): _____

Email: _____
Marital Status: _____ Married _____ Divorced _____ Separated _____ Single _____ Widowed
If separated, has there been a Separation Agreement or Free Trader Agreement prepared & recorded?: _____

Social Security Numbers: His: _____ Hers: _____ (Required for IRS reporting & obtaining payoffs)

First Mortgage Lender: _____ Loan No.: _____
Phone: _____ Approximate Balance: _____

Second Mortgage/Equity Line: _____ Loan No.: _____
Phone: _____ Approximate Balance: _____

Current Title Insurance Company: _____ (i.e. Commonwealth, Investors, Chicago, not homeowners)

MUST HAVE HOMEOWNERS ASSOCIATION MANAGEMENT COMPANY:

_____ Telephone: _____

If association is self-managed, need name/telephone/email of President or Treasurer: _____

WILL SELLER(S) ATTEND CLOSING: _____ YES _____ NO *** IF NO, PLEASE CALL ASAP TO DISCUSS ARRANGEMENTS ***
SHOULD MILLER & ASSOCIATES, PLLC PREPARE THE SELLER'S DEED? _____ YES _____ NO (\$125 charge to seller)
If no, who will prepare? _____ Amount to be collected on HUD: \$ _____

Is there an existing survey of the property _____ YES _____ NO If yes, please fax copy
Does survey accurately reflect property as it is now (no improvements since survey) _____ YES _____ NO

Home Warranty: _____ Pay at Closing: \$ _____ Ordered by: Listing Agent: _____
Selling Agent: _____

Are there any other seller expenses to be paid at closing? (ie, buyer's closing costs, repairs, marketing fees, etc)

REALTOR INFO: TOTAL COMMISSION: _____ % SPLIT: LA _____ SA _____ Realtor Transaction Fee: _____

Best Telephone Number to Reach Realtor: _____ Realtor Email: _____

RETURN TO:

Email: cecil@carylawn.com

Questions:

Cecil Bell @ Ext 28

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AUTHORIZATION TO RELEASE INFORMATION

Lender1:

Acct1:

Lender 2:

Acct2:

I/WE AUTHORIZE INDIVIDUALS AND INSTITUTIONS NAMED ABOVE TO PROVIDE MILLER & ASSOCIATES, PLLC ANY AND ALL INFORMATION AND DOCUMENTATION REQUESTED IN ORDER TO ASSIST MILLER & ASSOCIATES, PLLC IN OBTAINING LOAN AND PAYOFF INFORMATION FOR LOANS I OWE TO SAID LENDER(S). SUCH INFORMATION SHALL INCLUDE, BUT IS NOT LIMITED TO ACCOUNT BALANCE, PAYMENT INFORMATION AND VERBAL AND WRITTEN PAYOFF INFORMATION.

I UNDERSTAND THAT THE LENDER MAY CHARGE A FEE TO MY ACCOUNT FOR A FAXED WRITTEN PAYOFF STATEMENT.

LENDER IS ASKED TO FORWARD ANY REQUESTED INFORMATION IN A PROMPT MANNER. THANK YOU FOR YOUR COOPERATION IN THIS MATTER.

NOTE: IF LOAN IS AN EQUITY LINE OF CREDIT, WE HEREBY REQUEST THAT THE ACCOUNT BE BLOCKED TO FURTHER ADVANCES

PLEASE NOTE: A COPY OF THIS AUTHORIZATION MAY BE ACCEPTED AS AN ORIGINAL.

THIS AUTHORIZATION SHALL EXPIRE IN 60 DAYS FROM THE DATE SIGNED

Dated: _____

Borrower

Borrower

**BECAUSE OF PRIVACY REGULATIONS MANY LENDERS
REQUIRE SIGNED AUTHORIZATION
TO RELEASE PAYOFF INFORMATION**

PLEASE PROVIDE AT LEAST 10 DAYS PRIOR TO CLOSING

315 North Academy Street, Ste 100, Cary NC 27513; PO Box 3525, Cary, North Carolina 27519-3525