



**ROBERT FORQUER**  
ATTORNEY AND COUNSELOR AT LAW

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**SELLER INFORMATION FORM**

BUYER NAME: \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_

PROPERTY ADDRESS BEING SOLD: \_\_\_\_\_

**SELLER'S INFORMATION**

SELLER #1: \_\_\_\_\_

SELLER #2: \_\_\_\_\_

CONTACT PHONE: (#1) \_\_\_\_\_

CONTACT PHONE: (#2) \_\_\_\_\_

E-MAIL ADDRESS: (#1) \_\_\_\_\_

E-MAIL ADDRESS: (#2) \_\_\_\_\_

SELLERS FORWARDING ADDRESS: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ IF MARRIED, SPOUSE'S NAME: \_\_\_\_\_

SELLER'S SOCIAL SECURITY #/TAX ID #: (#1): \_\_\_\_\_ (#2): \_\_\_\_\_

Note: For North Carolina properties, spouses must sign closing documents, including non-titled spouses.

Note: If corporate, trust or estate, please forward documentation showing authority to act/sign.

The property I am selling is/was:    my primary residence, or    not my primary residence.

NOTE: If Seller will not be attending closing, a Limited Specific Power of Attorney shall be required.

**EXISTING LOANS**

1<sup>st</sup> Mortgage Company: \_\_\_\_\_ Phone #: \_\_\_\_\_ Loan #: \_\_\_\_\_

2<sup>nd</sup> Mortgage Company: \_\_\_\_\_ Phone #: \_\_\_\_\_ Loan #: \_\_\_\_\_

**NOTE FOR ALL EQUITY LINE PAYOFFS: PRIOR TO CLOSING, it is the Seller's responsibility to provide our office with a letter from the lender stating that the equity line account has been **BLOCKED AND FROZEN TO ANY FUTURE ADVANCES.** Without this letter, Closing may be delayed.**

**NOTE FOR FHA PAYOFFS: If the seller has an FHA loan that is being paid off, you **MUST** notify our office immediately in order to schedule accordingly. Our office **WILL NOT** be responsible for any accrued interest which results from the failure to close and disburse before the first of a month. **IT IS THE SELLER'S RESPONSIBILITY TO NOTIFY ALL PARTIES WELL IN ADVANCE OF CLOSING THAT THEIR LOAN IS FHA.****

**DEED PREPARATION**

ARE WE TO PREPARE THE DEED? YES \_\_\_\_\_ NO \_\_\_\_\_

If we are not preparing the documents, the Attorney preparing them is: \_\_\_\_\_

NOTE: If we will not be preparing the seller documents, it is the responsibility of the SELLER and their ATTORNEY to procure and provide written payoffs, good through the closing date, with a per diem, to our office within three (3) business days of closing. In addition to mortgage payoffs, it is also the responsibility of the SELLER and their ATTORNEY to procure and provide HOA Resale Demand packages (if any) within three (3) business days of closing. Finally, if there are any additional liens or judgments to be paid off at closing, the same holds true. We will, of necessity, charge \$95 per wire and/or overnight sent to complete the transaction. Should we have to obtain payoffs and/or HOA documents while another attorney prepares the deed then we will charge a fee of \$395.

**SALES PROCEEDS**

Due to the North Carolina Good Funds Settlement Act, funds will not be disbursed at the closing table. Upon receipt of good funds from the buyer and their lender, if applicable, the deed and other loan documents will be sent for recording to the Register of Deeds where the property is located. The title will be updated, and assuming there are no adverse conveyances, the documents will be recorded. Once recording has occurred, the funds can be released to the Seller. Typically, closings that occur in the morning are recorded in the afternoon, and closings that occur later in the afternoon will be recorded the next day. As such, Sellers should plan accordingly for receipt of their funds.

The seller may elect to receive their proceeds in the form of an IOLTA trust account check, or as a wire transfer.

WIRE: \_\_\_\_\_ CHECK: \_\_\_\_\_

**WILL SELLER BE PRESENT AT CLOSING?** YES \_\_\_\_\_ NO \_\_\_\_\_

WIRING OF SELLER PROCEEDS: Due to an alarming increase in wire fraud, we now require sellers attend closing in order to receive a wire. Seller must provide written wiring instructions from the financial institution including bank name and address, OR they may simply provide a VOIDED CHECK.

PLEASE NOTE: Seller’s financial institution may charge a fee for an incoming wire.

**MISCELLANEOUS INFORMATION**

1. HOMEOWNERS ASSOCIATION DUES (if applicable): The seller, under the terms of the offer to purchase and contract, is responsible for the costs associated with obtaining an HOA resale demand statement. These fees vary among the various management companies, and often, the management requires payment in advance for this information. It is the policy of the law firm to order the resale demand statement when it is deemed appropriate and the seller is responsible for all costs associated with same, including any rush fees.

(A) Management Company or Contact Person: \_\_\_\_\_

(B) Phone Number: \_\_\_\_\_ E-mail or Website: \_\_\_\_\_

(C) Payment Frequency: Monthly    Quarterly    Semi-Annual    Annual    (check one)

(D) Are the dues current: Yes    No

(E) Date last paid: \_\_\_\_\_

(F) Amount paid: \_\_\_\_\_

(G) List any special assessments: \_\_\_\_\_

NOTE: THE FOLLOWING HOME OWNER ASSOCIATIONS REQUIRE ADVANCE PAYMENT OF FEES TO OBTAIN ACCOUNT INFORMATION. TITLE INSURERS PROHIBIT ACCEPTING ACCOUNT INFORMATION OTHER THAN BY AN OFFICAL STATEMENT FROM THE HOA’S DESIGNATED MANAGEMENT COMPANY. Our office will order the HOA certification and send you an email with the link to make the payment with your credit card. FAILURE TO MAKE THE PAYMENT IN A TIMELY MANNER MAY DELAY YOUR CLOSING OR INCUR PENALITLES IF WE HAVE TO PLACE A RUSH ORDER TO OBTAIN.

COMPANIES KNOWN TO REQUIRE ADVANCE PAYMENTS ARE:

Braesael Management

Cusick Community Management

Henderson Properties

Key Community Management

Community Association Mgmt

Revelation Community Mgmt

2. REPAIRS: Written invoices for all repairs to be collected on the HUD-1 must be provided prior to closing.

3. HOW WILL COMMISSION BE SPLIT? PLEASE PROVIDE A PERCENTAGE OR DOLLAR AMOUNT FOR EACH AGENT.

Listing Agent: \_\_\_\_\_ Selling Agent: \_\_\_\_\_

Transaction Coordinator Fee: \_\_\_\_\_

Transaction Coordinator fee made payable to: \_\_\_\_\_

**NOTICE:**

THE ENGAGEMENT LETTER AND THE PAYOFF AUTHORIZATION ATTACHED HERETO SHOULD BE SIGNED AND RETURNED BY THE SELLER AS SOON AS POSSIBLE. FAILURE TO RETURN THE EXECUTED FORMS MAY RESULT IN A DELAY IN CLOSING. THE FORMS MAY BE EMAILED TO [MORGAN@FORQUERLAW.COM](mailto:MORGAN@FORQUERLAW.COM) OR FAXED TO 704-498-4878.