

File No.: _____ - Virgent



Neel, Robinson & Stafford, LLC

5555 Glenridge Connector

Suite 400

Atlanta, GA 30342

Contact: Samantha Baker

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Seller Information Request

Please complete all pages and return with a copy of your photo ID (front and back).

Seller(s) Name: _____

Property Address: _____

Estimated Closing Date: _____

Seller #1: _____

Seller #2: _____

Social Security No.: _____

Social Security No.: _____

Primary Phone No.: _____

Primary Phone No.: _____

Secondary Phone No.: _____

Secondary Phone No.: _____

Email: _____

Email: _____

Forwarding Address: _____

Preferred Method of Communication: Email: Primary Phone: Secondary Phone:

You will not be required to come to our office for closing. Once we have the clear to close, we will coordinate sending a notary to a location that is most convenient for you. Please indicate below your preferred signing location:

Preferred signing address (home, office, etc):

(Please note that this is not finalized. Our office will confirm the location prior to closing.)

Please complete and sign the attached wire authorization form so that we can send any funds due to you ASAP after closing.

Payoff Information: Please provide for all loans/mortgages against the property, including lines of credit, even if it has a -0- balance, and sign the attached authorization.

Lender's Name: _____ Acct No. _____

Phone No.: _____

Lender's Name: _____ Acct No. _____

Phone No.: _____

Lender's Name: _____ Acct No. _____

Phone No.: _____

HOA/Condo Information: Please provide for mandatory Home Owner's/Condo Association dues if applicable:

Name of the Association/Management Company: _____

Email Address: _____ Phone No.: _____

Website: _____

*Please Note: You may be required to pre-pay certain HOA closing Fees. To avoid any delays, please complete the **attached CREDIT CARD AUTHORIZATION FORM.**

CONTINUED ON PAGE 2

Tax Status is **REQUIRED.** Please indicate the following:

- | | Seller #1 | Seller #2 |
|--|--|--|
| • Are seller(s) _____ residents? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| • Are seller(s) U.S. citizens/Resident Aliens? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| • Is the property being sold as the seller(s) primary residence? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |

Please answer the following questions:

- **Divorced or in the Process of Divorce?** No Yes (if yes, please provide a copy of the Final Judgment/Decree)
- **Name Changed** since purchasing the property? No Yes (if yes, please provide a copy of your marriage certificate or other legal documents showing name change)
- **Deceased Owner?** No Yes (if yes, please provide a copy of the Death Certificate and Letters Testamentary)
- **Foreclosure and/or bankruptcy or short sale?** No Yes (if yes, please contact us immediately)

Complete the following Section only if the Seller is NOT an individual

- Is the Seller (or the Title to the Property in the Name of) a **Trust?** No Yes (if yes, please provide below information along with a full copy of the Trust Agreement)

Name of Trust: _____ Name of Trustee(s): _____
Tax ID#: _____

- Is Seller a **Corporation/LLC/Partnership or other entity?** No Yes (if yes, please provide a copy of the Corporate Documents, to include Operating Agreement/Signing Authority)

Name of Entity: _____ Name of Authorized signor(s): _____
Tax ID#: _____ Title: _____

I hereby give Neel, Robinson & Stafford, LLC (NRS Attorneys), and its employees/agents, authorization to release copies of my Closing Disclosure to my real estate agent(s), lender(s), Utility Company(ies) and/or my Homeowners/Condominium Association and its Management Company (as well as ordering any HOA/Condo letter updates if necessary)

Signed:

Seller #1

Seller #2

