

# MCMILLAN, PSAROUDIS & MARKEY, P.A.

11040 S. TRYON STREET  
SUITE 201  
CHARLOTTE, NC 28273

Southwest Charlotte/Lake Wylie Office

6101 CARNEGIE BOULEVARD  
SUITE 310  
CHARLOTTE, NC 28209

Telephone - 704 / 552-9997 Fax 704/552-0540

Southpark Office

301 MCCULLOUGH DRIVE  
SUITE 100  
CHARLOTTE, NC 28262

University Office

## SELLER INFORMATION SHEET

Seller Name: \_\_\_\_\_

Buyer Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

We are the closing attorneys for the above referenced closing. You can help us produce a smooth closing by emailing or faxing the following information to the attention of your paralegal as soon as possible.

PLEASE BE SURE TO CONTACT THE CLOSING ATTORNEY AT LEAST 10 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 \_\_\_\_\_ Separated \_\_\_\_\_

(Spouse Name \_\_\_\_\_)

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

\*\*\*If legally divorced, we will need a copy of the Divorce Decree\*\*\*

Social Security Number: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Seller's email address or fax number for us to send a Settlement Statement \_\_\_\_\_

## **2) CURRENT MORTGAGE COMPANY INFORMATION:**

First Mortgage:

Company Name: \_\_\_\_\_

Loan # \_\_\_\_\_ Phone: \_\_\_\_\_

Second Mortgage or Equity Line:

Company Name: \_\_\_\_\_

Loan # \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\*\*Due to privacy laws the seller will now be responsible for obtaining a BLOCK/FREEZE LETTER for ALL Equity Line Payoffs. The seller's proceeds cannot be disbursed without this letter. Once obtained, fax to 704-552-0540.**

Please have the Seller sign below authorizing McMillan, Psaroudis & Markey, P.A. to obtain payoffs on behalf of the Seller:

**I authorize payoff information to be released to McMillan, Psaroudis & Markey, P.A.**

Please Sign \_\_\_\_\_

## **3) REALTOR INFORMATION:**

Listing Agent Commission amount \_\_\_\_\_% / Buyers Agent Commission amount \_\_\_\_\_%

EMAIL ADDRESS: \_\_\_\_\_

Are there any bonuses or deductions from your commission? \_\_\_\_\_ If yes, please explain:  
**4) HOMEOWNERS ASSOCIATION?** \_\_\_ Yes \_\_\_ No

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Amount: \_\_\_\_\_ and frequency of Dues \_\_\_\_\_ Are dues voluntary? \_\_\_\_\_

\*\*We will be contacting the association for information on dues. If the contact is an individual, please provide daytime and evening phone numbers.

**5) Will all sellers attend closing?** \_\_\_ Yes \_\_\_ No

\*\* If No, please contact our office immediately to make arrangements. There will be an additional charge.

**6) Will Sellers want Proceeds Wired?** \_\_\_ Yes \_\_\_ No

\*\* Please note, a standard \$25 wire fee will be charged to the seller for each wire sent, however, the fee is subject to change depending on the receiving bank. Seller will be responsible for providing wiring instructions at the closing.

**7) Deed.** Our office will prepare the Deed, 1099s and Owner's Affidavit. Preparation of the Deed shall be done as an accommodation to the seller and shall not establish an attorney/client relationship. Our customary fee for document preparation is \$325 and we collect a \$25 shipping/handling fee and \$30 cancellation fee for each Deed of trust and/or Lien of record. Please note: Additional fees will apply if a For Sale By Owner. If the seller selects to have their document preparation done by their own attorney, the seller will still incur a fee of \$125 for the preparation of the Seller Closing Disclosure. Please acknowledge by initialing here: \_\_\_\_\_

**8) Home Warranty, Inspection Invoices, or Repair Invoices to be paid at closing.** Please note that most lenders require copies of all invoices paid on the HUD therefore please note that if invoices are not provided prior to closing, they will NOT be on the HUD. Please email or fax copies as soon as available.

PLEASE NOTE: WARRANTY CHECKS WILL BE PROVIDED TO THE AGENT WHO ORDERS THE WARRANTY SO THAT THE AGENT CAN MAIL TO THE WARRANTY PROVIDER.  
Additional info: \_\_\_\_\_

**PLEASE NOTE FOR ALL EQUITY LINE PAYOFFS:**

PRIOR TO CLOSING you or your clients are responsible for providing our office with a letter from the lender stating that the account has been BLOCKED OR FROZEN TO ANY FUTURE ADVANCES. This "Block Letter" can usually be obtained by your client by calling the lender to request it or by going into a bank branch to request it. In most cases only the client can obtain this information due to the Privacy Act.

**WITHOUT THIS LETTER, CLOSING WILL BE DELAYED. THIS IS A REQUIREMENT OF OUR TITLE INSURANCE COMPANY AND NOT JUST McMILLAN, PSAROUDIS & MARKEY, P.A.**

ALSO, if you client has a loan with Wells Fargo or Bank of America it can take up to 10 business days to receive a payoff. Therefore, we need the seller information sheet as soon as possible.

**\*\*Receipt of this Sellers Information Sheet Acknowledged by:** \_\_\_\_\_

**We look forward to working with you and we thank you for your assistance!**