

# CLARK, GRIFFIN & MCCOLLUM, L.L.P.

ATTORNEYS AT LAW

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## ATTORNEYS

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**Please complete and fax to 704-289-6642**

**If you wish to email, please contact our office (704-283-8148, Ext. 4) for a secure link to send by encrypted email.**

## SELLER INFORMATION

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

1. **Please complete the following:**

**Full legal name:** \_\_\_\_\_

**Federal Tax I.D. No.** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Email:** \_\_\_\_\_

**IF LLC, PLEASE ATTACH A COPY OF THE OPERATING AGREEMENT**

**Name of member/manager signing** \_\_\_\_\_

2. **Is there a tenant on the premises? Yes \_\_\_ No \_\_\_.** If yes, please let us know immediately.

3. **Is this the sale of your principal residence? Yes \_\_\_ No \_\_\_.**

4. **Current mortgage information:**

**We must contact your mortgage company(ies) WELL IN ADVANCE OF CLOSING to order payoffs. You must provide the information below and sign where indicated so that we may obtain valid payoffs. In some instances, you may be asked to contact your lender to request a payoff statement be faxed to our office as some lenders will not release the information to a third party, even with your authorization.**

**First Mortgage:**

Bank Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Approximate Balance: \_\_\_\_\_

Signed x \_\_\_\_\_ Signed x \_\_\_\_\_

**Second Mortgage:**

Bank Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Approximate Balance: \_\_\_\_\_

Signed x \_\_\_\_\_ Signed x \_\_\_\_\_

*My/Our Signature(s) above constitutes my/our authorization for any employee of Clark, Griffin & McCollum, L.L.P. to obtain mortgage information and order payoff(s) on these or any other mortgage accounts related to the property being sold on my/our behalf and to close or block said account(s).*

5. Will you be attending closing: Yes \_\_\_\_\_ No \_\_\_\_\_. If no, please call our office immediately. If no, we must charge accordingly for additional services.

Please select one option below:

\_\_\_\_\_ I/we request Clark, Griffin & McCollum, L.L.P. prepare the customary seller documents for me, including the deed and lien waiver. Additional fees will apply for next day delivery fees for payoffs, 1031 exchanges or for additional work required to resolve any title matters, including obtaining the release of a pre-existing lien. I further understand the preparation and execution of these documents does NOT create an attorney/client relationship.

\_\_\_\_\_ My attorney is preparing the customary seller documents, which will be provided to your office prior to closing. My attorney's name: \_\_\_\_\_;  
Firm: \_\_\_\_\_; Phone \_\_\_\_\_;  
Email \_\_\_\_\_.

6. Homeowner's Association information, if applicable:

Company/Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Amount of Dues: \_\_\_\_\_ Frequency: Annual \_\_\_ Bi-Annual \_\_\_ Monthly \_\_\_

7. Invoices or repairs to be paid at closing? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please fax or email all invoices to our office at least 48 hours prior to closing.

8. Home warranty to be provided to buyer? Yes \_\_\_ No \_\_\_\_\_. If yes, please provide invoice, name of warranty company, and amount.

9. Do you have a current survey? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach a copy.
10. Have you ever declared bankruptcy or been subject to a judgment or tax lien filed against you? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please contact our office immediately.

Signed x \_\_\_\_\_ Signed x \_\_\_\_\_

**AUTHORIZATION**

I/we hereby authorize Clark, Griffin & McCollum, LLP, to obtain payoff information on my/our behalf in connection with the sale of our property located at \_\_\_\_\_.

My/Our signatures appearing below shall also serve as an authorization and request to freeze any lines of credit, equity lines from any further draws, extensions or the like, including but not limited to draws as a result of overdraft protection or any other means.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Corporate Name)

By: \_\_\_\_\_

Title \_\_\_\_\_