

Seller Information Sheet

Complete, sign, and return to jennhcollins@jacksonlawnc.com

Subject Property Address: _____

Is this property your primary residence? Yes No

Full Name: _____ Social Security #: _____

Full Name: _____ Social Security #: _____

Phone #: _____ Email: _____

Marital Status: Single Married Separated Divorced Widowed

Are you a US Citizen or permanent resident of the US? Yes No

Would you like us to prepare the deed & other required documents? Yes No

Will seller(s) attend closing? Yes No

Forwarding Address after closing: _____

Prior Title Insurance Company: _____

PLEASE SEND A COPY OF YOUR OWNER'S TITLE POLICY

Mortgage Information - Please list all mortgages even if there is a zero balance

1st Mortgage Holder: _____

Account/Loan #: _____ Phone #: _____

2nd Mortgage Holder or HELOC: _____

Account/Loan #: _____ Phone #: _____

Homeowners Association Information

HOA#1 Name: _____

HOA#2 Name: _____

Dues: \$ _____ per _____

Contact & Phone #: _____

HOA Management Co: _____

Seller Signature(s)

Total Realtor Commission: _____ %

To Listing Agent: _____ %

To Selling Agent: _____ %

Plus \$ _____ fee payable to
_____ paid by buyer/seller

PLEASE EMAIL COMPLETED FORMS TO JENNHCOLLINS@JACKSONLAWNC.COM AND ATTACH ANY INVOICES TO BE ADDED TO THE SETTLEMENT STATEMENT

Jackson Law, PC

P (919) 438-2005 | F (919) 457-1826

8601 Six Forks Rd, Suite 400 | Raleigh, NC 27615

Payoff Request

Complete, sign, and return to jennhcollins@jacksonlawnc.com
(We will fill in the good through date)

Today's Date: _____

Lender: _____ Loan # _____

Borrower 1 _____ SS # _____

Borrower 2 _____ SS # _____

Property Address: _____

Sir or Madam,

On behalf of the above referenced borrower(s) I am hereby requesting a payoff statement for the above-mentioned account number to be faxed to (919) 457-1826 or emailed to jennhcollins@jacksonlawnc.com. Please make the payoff good through _____. I appreciate your assistance with this matter and if you have any problems do not hesitate to contact me via email or phone (919) 438-2005.

Jennifer H. Collins

I/We, the above referenced borrowers, hereby authorize Jackson Law, P.C. to request a payoff from the above referenced lender regarding the above-referenced loan number in order to facilitate the sale of my/our property.

Borrower 1

Borrower 2

Disbursement of Seller Proceeds

This form only needs to be notarized if you elect to have your proceeds wired. WE CAN ONLY WIRE PROCEEDS IF YOU COME INTO OUR OFFICE AND SIGN THIS FORM IN FRONT OF A NOTARY. NO OUTSIDE NOTARIES ACCEPTED.

I/We, _____, seller(s) of _____
hereby direct Jackson Law to disburse my/our proceeds as follows:

_____ By Mail (2-3 Days)
Mail to: _____

_____ By Wire (Next Day; \$25 Wire Fee)***We can only wire proceeds if you come into our office to sign this in front of a Notary.**
Name on Account: _____
Address on Account: _____
Bank Name: _____
Account Number: _____
ABA Routing Number: _____
(Please confirm the ABA Routing # with your bank)
**In order to combat wire fraud, you will receive a confirmation call from us (either the day of or the day after closing) to confirm your identity before your funds are released*

_____ Pickup by Seller (Same Day)
I/We request that proceeds are held at Jackson Law Office for pickup by seller only.

_____ Pickup by Third Party (Same Day)
I/we authorize Jackson Law to release funds to _____

Seller 1 date

Seller 2 date

State of _____
County of _____

Signed and sworn to (or affirmed) before me on _____
by _____

My Commission Expires: _____

(Official/Notarial Seal)

Signature of Notary Public

Printed/Typed Name of Notary Public