

SELLER CLOSING INFORMATION FORM

Seller/Client Name(s): _____
Social Security Number(s) or EIN: _____
Seller New Address: _____
Email: _____
Phone: _____

Property address being sold: _____

If the Property being sold is owned by an LLC or other entity, please provide all organizational documents (Articles and Certificate of Organization/Incorporation, Member/Shareholder list, LLC Operating Agreement or Corporation Shareholders' Agreement).

If the Property is a condominium or is subject to a property owner's association, please provide:
Association Manager: _____
Contact name: _____ Phone/Email: _____
Dues: \$ _____ (Circle one: monthly / quarterly / semi-annual / yearly)

**** A fee for obtaining association/condo information may apply. If closing does not occur, you are responsible for paying or reimbursing the fee.**

If you have a mortgage on the Property, please provide payoff information for each loan:

Lender/Bank name: _____
Customer Service Phone number: _____
Loan Number: _____

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Customer Service Phone number: _____
Loan Number: _____

Inspections: We do not normally order termite, well, septic or other inspections. Please consult your real estate agent, or call us if no agent is involved, so that inspections can be arranged, if required by the contract.

Repairs: please provide receipts for the payment of repairs, and/or bills to be collected/paid at closing.

If the Property contains an oil or propane tank, please contact your fuel provider to obtain a letter stating the size of the tank, fuel remaining, current price of fuel and total amount that should be paid by buyer to seller at closing. This letter should be emailed to tiffany@linglelaw.net within 5 days of the closing date.

I/We, hereby authorize the lender(s) or others listed above to release payoff, reinstatement or other information necessary for this transaction to LingleLaw and/or its employees, agents or nominees. If closing does not occur for any reason, I/we agree to pay for all services and fees completed to that date. **I/we acknowledge that LingleLaw will receive private, non-public personal information during the closing process, which may be released to anyone deemed necessary for the closing of this transaction.**

Seller Date: _____

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