

SELLER CLOSING INFORMATION FORM

Seller/Client Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Property Address (if other than above): \_\_\_\_\_

***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: quarterly / monthly / 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:

Bank name: \_\_\_\_\_  
Approximate Loan Amount: \_\_\_\_\_  
Loan officer name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

Bank name: \_\_\_\_\_  
Approximate Loan Amount: \_\_\_\_\_  
Loan officer name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

**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, provide name and contact for pro-rations:**

Propane/Oil Provider: \_\_\_\_\_ Phone/email: \_\_\_\_\_

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.** I/We acknowledge receiving and reading the Real Estate Closing Information Letter, and I/we consent to all of the terms and conditions as stated.

\_\_\_\_\_  
Purchaser

Date: \_\_\_\_\_

\_\_\_\_\_  
Purchaser

Date: \_\_\_\_\_