



Seller Information Worksheet

Please complete and promptly return via email to Paralegal@NLQLaw.com AND Nicole@NLQLaw.com or fax to (919)999-8815.

Property Address: _____

Do you live at this address and occupy this property, or was this your primary residence until now? Yes No - this MUST be answered for taxing purposes.

Full Legal Name: _____

Single Married Separated

Social Security #: _____

Co-Owner's Legal Name: _____

Single Married Separated

Social Security #: _____

If married, are you married to each other? Yes No

If no, what is the nature of your relationship? _____

***NOTE: If you are married, you and you spouse are required to sign closing documents.**

Will ALL owners (and spouses) attend the closing?

Yes No

If no, what is the full name of the person who will be Attorney-in Fact authorized to sign? (Note: preparation of a POA will be an additional fee plus recording costs.)

Current contact information:

Owner
 Home: _____
 Cell: _____
 Work: _____
 Email: _____

Co-Owner
 Home: _____
 Cell: _____
 Work: _____
 Email: _____

Your *new* or updated mailing address: (THIS MUST BE PROVIDED)

New phone number: _____

Your Real Estate Agent:

Name: _____
 Agency: _____
 Phone: _____ Fax: _____
 Email: _____

Agent Commissions: _____ % (Listing Agent) _____ % (Buyer's Agent)

Any Bonuses? Yes No

If yes, amount _____ to: _____



Deed and Lien Waiver (Initial one)

- I would like for the Law Offices of Nicole LaDuca Quinn, PLLC to prepare a deed and lien waiver for me.** The fees are \$350 for preparation of deed and lien waiver, ordering payoff information and obtaining Homeowner's Association dues certification (fee does not include any fees that property management company may charge to provide transfer information). Shipping and Handling \$50/package. Any additional work performed for the Seller, which is necessary to advance the Buyer's closing, including clearing any title issues, will result in additional fees to the Seller and billed hourly at the rate of \$325/hour. You will be notified in advance of any additional charges and have an opportunity to consent to additional charges.

Note: The preparation of these documents is an accommodation for the Buyer and does not create an attorney/client relationship between the Law Offices of Nicole LaDuca Quinn, PLLC and the Seller. We cannot provide any legal advice to you, the Seller, other than to seek advice from legal counsel of your choice.

- I will have my own attorney prepare the deed and lien waiver.**
Name of Attorney: _____
Phone Number: _____
- **There will be a \$100 fee added to the Seller fees ONLY IF your attorney prepares the Seller Documents and they are signed at OUR office. This fee is to compensate for the attorney's time reviewing and explaining documents to the Seller.**

Current Mortgages (if more than 2, please attach additional pages.)

Loan 1: Bank Name: _____
Account #: _____
Phone #: _____

Loan 2: Bank Name: _____
Account #: _____
Phone#: _____

Homeowner Association or Management Company?

Contact: _____
Phone #: _____
Amount \$: _____ Frequency of Dues: _____

Do you have any special assessments due or pending?

Yes No

Is the Seller a Trust, LLC, or other Corporation?

Yes No



If yes, who will be signing on behalf of the Trust, LLC, or Corporation?

Name: _____

Phone: _____

Please provide copies of the corporate trust documents authorizing this person to sign.

Please list any invoices to be paid at closing: **Provide copies of all invoices to our office ASAP.**

Amount: _____ To: _____

Amount: _____ To: _____

Amount: _____ To: _____

Have you hired anyone to perform any work on the property in the past 6 months?

Yes No

If yes, briefly describe the nature of the work performed and the approximate total value:

- Has this work been paid in full? Yes No
- Will this be paid at closing? Yes No If yes, please forward invoice.
- Is a mobile home located in this property? Yes No
- Is this transaction a short sale? Yes No
- Will there be a Home Warranty? Yes No
- Do you have a current survey? Yes No If yes, please fax a copy.
- Is there anyone else other than the Seller in possession of the property?
Yes No
- Is any Seller involved or expecting a bankruptcy or guardianship? Yes No
- Does the Seller have any tax liens or judgments? Yes No
- Is any Seller a Non-Resident Alien or Foreign person?** Yes No

PLEASE BE AWARE THAT IF THERE ARE SELLER PROCEEDS TO BE DISBURSED, THEY WILL BE SENT VIA FED EX OVERNIGHT MAIL AND A \$45.00 FEE WILL BE ADDED TO YOUR CLOSING DISCLOSURE. IN AN EFFORT TO PROTECT ALL PARTIES, WE WILL NO LONGER SEND FUNDS VIA WIRE TRANSFERS DUE TO THE OVERWHELMING INSTANCES OF WIRE FRAUD.

Per Federal IRS regulations, you are required by law to provide the Law Offices of Nicole LaDuca Quinn, PLLC with your correct taxpayer identification number (Social Security Number or Employer Identification Number). If you do not provide the Law Offices of Nicole LaDuca Quinn, PLLC with your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law.

Signed: _____

Signed: _____

Date: _____

Date: _____

AUTHORIZATION

VIA FAX



TO: _____
ATTN: _____
FAX #: _____

RE: Loan Number: _____
Social Security #: _____
Property Address: _____

To Whom it May Concern:

Seller authorizes the release of information to the Law Offices of Nicole LaDuca Quinn, PLLC of any documents from third parties that are necessary in the preparation and execution of the sale of their property. This release of includes, but is not limited to, written payoff statements from lending institutions.

Seller also hereby authorizes and directs their lending institution(s) to freeze and close any home equity line of credit secured by this property.

If checked, this is a request for a payoff of a loan. Please issue a payoff amount in full for the above captioned lien through _____. Also, please include a **per diem** on the payoff so that we can accurately calculate the exact amount for the time of arrival at your offices.

Please return the payoff information via fax to (919)999-8815 or email at Nicole@NLQLaw.com. If this is not possible, please return the payoff by telephone or in writing to the address below. Please also provide a street address for delivery of express funds for payoff.

Thank you for your attention regarding this matter.

Sincerely,
Law Offices of Nicole LaDuca Quinn, PLLC

I hereby authorize the Law Offices of Nicole LaDuca Quinn, PLLC to obtain said information on my/our behalf and to Modify, subordinate, block, freeze and escrow account, or freeze any equity line account for the purpose of refinancing or selling this property listed above.

Signed: _____ Date: _____

Signed: _____ Date: _____