



Josh J. Costner
Joshua T. Knipp *
Tara L. Powers

980.219.7637 (p)
704.887.9493 (f)
www.costnerlaw.com

10150 Mallard Creek Rd
Suite 106
Charlotte, NC 28262

* also licensed in South Carolina

15720 John J. Delaney Blvd.
Suite 300
Charlotte, NC 28277

SELLER INFO SHEET

PLEASE RETURN THIS COMPLETED INFO SHEET, COPY OF YOUR DRIVER'S LICENSE(S), AND ANY DOCUMENTS REQUESTED BELOW TO OUR OFFICE ASAP.

Property Address For Sale _____

1. If Seller is an individual, complete the following:

a. Full legal names (First, Middle and Last)

His _____ Hers _____

b. Social Security Number: His _____ Hers _____

c. U.S. Citizen? Him: Yes ___ No ___ Her: Yes ___ No ___

d. Marital Status: Married / Single / Divorced / Widowed / Legally Separated

**IF MARRIED, YOUR SPOUSE IS REQUIRED TO SIGN.*

***IF LEGALLY SEPARATED, PLEASE ATTACH THE SEPARATION AGREEMENT FOR OUR FIRM TO REVIEW.*

2. If Seller is a corporation, LLC, trust, estate, or other entity, complete the following:

a. Legal name _____

b. Who will be signing for the Seller at closing that has the authority to do so?

c. Name _____ Title _____

****PLEASE ATTACH THE DOCUMENTS (BY-LAWS, TRUST AGREEMENT, WILL, ETC.) SHOWING THIS AUTHORITY FOR OUR FIRM TO REVIEW.*

d. EIN/TPIN: _____

3. Forwarding Address _____

4. New Numbers (Home) _____ (Cell) _____

(Fax) _____ / (Email Address) _____

5. Is there a tenant on the premises? Yes ___ No ___ If yes, please contact our firm ASAP.

6. Is this the sale of your principal residence? Yes ___ No ___

7. Current Mortgage Information:

We must contact ALL of your mortgage companies well in advance of closing to order payoffs for your outstanding loans. You must provide the information below and sign where indicated so that we may obtain valid payoffs. In some instances, you may still be asked to contact your lender directly as some lenders will not release this information to third party representatives. Failure to comply with this section 7 may delay closing! Use the space provided on page 3 for additional loan information.

1st Mortgage

2nd Mortgage/Equity Line

Bank Name _____

Bank Name _____

Loan # _____ Loan # _____

Approx. Bal. _____ Approx. Bal. _____

Phone _____ Phone _____

Signed X _____ Signed X _____

"My(Our) signature(s) above constitutes my(our) authorization to allow any employee of Costner Law Office, PLLC to obtain mortgage information and order a payoff on these or any mortgage accounts on my(our) behalf and to close or block said accounts."

8. Do you have an Owner's Title Insurance Policy? Yes ___ No ___ PLEASE ATTACH IF SO.

9. Realtor Info:

Name _____ Agency _____

Phone _____ Cell _____ Fax _____

Email address _____

Office address _____

Commission due to realtor(s): BA ____% / LA ____% / Bonus \$ _____

10. Will you attend closing? Yes ___ No ___ If no, please contact our office ASAP. Additional charges may apply, e.g. \$50 notary fee to sign your documents at a time other than at closing.

Please select one option below:

___ I would like Costner Law Office, PLLC, to prepare the customary seller documents for me, including the deed and lien waiver. I understand the attorney's fees include \$200 for preparation of the customary documents and \$30 per package or payoff for courier and account payoff verification. I further understand that the preparation and execution of these documents does NOT create an attorney/client relationship thereby.

___ My attorney is preparing the customary seller documents, which will be provided to your office prior to closing. My attorney is (name) _____

at (firm) _____ . Phone _____

Please note: Additional fees of \$200 may apply for (i) 1031 Exchanges or (ii) work by the firm to resolve any adverse title matters such as obtaining the release of a pre-existing lien.

11. Homeowner's Association or Management Company Info:

Company/Contact _____

Phone _____ (Required)

Amount of Dues _____ Frequency of Dues _____

12. Invoices or repairs to be paid at closing? Yes ___ No ___ If yes, please fax all invoices that are to be shown on the HUD to our office at least 48 hours prior to closing.

13. Do you have a current survey? Yes ___ No ___ PLEASE ATTACH IF SO.

14. Have you ever declared bankruptcy or been subject to a judgment or tax lien filed against you? Yes ___ No ___ If yes, please contact our title attorney ASAP!

Please note: An additional fee of \$200 may apply for work by the firm to resolve any adverse title matters such as obtaining the release of a pre-existing lien.

PLEASE USE THE AREA BELOW FOR ANY ADDITIONAL COMMENTS OR CONCERNS: