

**Seller Information Sheet (For Realtor Listing Packets)**

Property Address: \_\_\_\_\_

Brief Legal Description: \_\_\_\_\_ Map/Parcel No: \_\_\_\_\_

Other Description (Lot/Block#, acreage, etc.) \_\_\_\_\_

Approximate Amount of Acreage being sold: \_\_\_\_\_

*Copy of Prior Title Insurance Policy, attached (for discount, policy must be issued within 10 years and presented with contract.)*

**Seller 1** \_\_\_\_\_ Email: \_\_\_\_\_

Phone (day) \_\_\_\_\_ (night) \_\_\_\_\_

\*Status: married; single; separated; Divorced—Final; Deceased; Life Estate; Corporation; Trustee

**Seller 2** \_\_\_\_\_ Email \_\_\_\_\_

Phone (day) \_\_\_\_\_ (night) \_\_\_\_\_

\*Status: married; single; separated; Divorced—Final; Deceased; Life Estate; Corporation; Trustee

**1<sup>st</sup> Mortgage (\*Have Seller's Authorization signed for both 1<sup>st</sup> and 2<sup>nd</sup> mortgage lenders)**

Lender Name: \_\_\_\_\_ Account No. \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

**2<sup>nd</sup> Mortgage/Home Equity Line of Credit  Yes  No**

Lender Name: \_\_\_\_\_ Account No. \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Are all mortgage payments current?  Yes  No (request copies of lender's notifications/letters)

Has Lender started foreclosure Proceedings?  Yes  No (request copies of lender's notifications/letters)

**Homeowner Association (if PUD or Condo):** \_\_\_\_\_ Phone: \_\_\_\_\_

**Termite:** Ordered by: \_\_\_\_\_ Phone: \_\_\_\_\_

Termite Co: \_\_\_\_\_ Phone: \_\_\_\_\_

**Commission:** Total: \_\_\_\_\_% Listing: \_\_\_\_\_% Selling \_\_\_\_\_% Base Commission \$ \_\_\_\_\_

- Is the property a mobile or modular home?
- Are mortgage payments current? If not, has lender started foreclosure proceedings?
- Has the seller married or divorced since buying the home?
- Will all parties be at the closing?
- Is there to be a Power of Attorney or will RTEC need to prepare one? (RTEC must prepare original (or, if preexisting, pre-approve to determine its insurability))
- Did seller's acquire property as an heir of an estate?
- Has any spouse/co-owner died since buying the home?
- Corporation (Need copy of Corporate Resolution)
- Trusts (Need copy of Trust or Certification.)
- Is this a sell-off of a larger tract of land or are they selling more than one tract?
- Did the sellers acquire the land by more than one deed?
- Is the seller a US citizen?
- Are there any access issues (joint driveway, crosses over neighbor's property, etc.)

Additional Information: \_\_\_\_\_