

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

1st Mortgage (*Have Seller's Authorization signed for both 1st and 2nd mortgage lenders)

Lender Name: _____ Account No. _____

Address: _____

Phone: _____ Fax No: _____

2nd 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: _____