

Please complete the information below, the payoff authorization and marital status form. Please return to our office as soon as possible. **We cannot prepare any documents without HOA information.** Thank you.

PURSER & GLENN, PLLC
11121 Carmel Commons Blvd., Suite 305, Charlotte, NC 28226
Phone: (704)540-2550, Fax (704)540-2546, E-mail: south@epglaw.net
/Buyer

PROPERTY ADDRESS:

SELLER/LISTING AGENT INFORMATION SHEET

Seller Information

Listing Agent _____ Commission: _____
Seller's Name: _____
Seller's Forwarding _____
Address: _____
Seller's SS#'s: **Please call 704-540-2550**

Seller's Email Address: _____
Seller's Phone #: _____
Is the Seller: MARRIED _____ SEPARATED _____ SINGLE _____ WIDOW/WIDOWER _____

If seller is married, both spouses MUST attend closing in North Carolina

*****Please inform us as soon as possible if one or both will not be attending closing!!!**

Will the Seller(s) be attending the closing? Yes _____, No _____

1st Mortgage Payoff Information (Date last payment will be made _____)

Mortgage Company: _____
Account #: _____
Phone #: _____

2nd Mortgage Payoff Information (Date last payment will be made _____)

Mortgage Company: _____
Account #: _____
Phone #: _____

Homeowner's Association Information (Date last payment will be made _____)

HOA Name: _____
Management Company: _____
Phone #: _____

Homeowner's Warranty

Is the seller providing a Home Warranty for the Buyer? Yes _____ No _____
If yes, Name of Home Warranty Company: _____ buyer's agent to order _____
Home Warranty Fee: _____

Seller Paid Closing Costs

Amount of Seller Paid Closing Costs: \$ _____
Does the Seller Paid Closing Costs include pre-paid? Yes _____ No _____

Document Preparation

Is Purser and Glenn, PLLC preparing the Deed/Lien Waiver/1099? YES _____ NO _____
Please see more information on Fee Sheet

Have any improvements been made to the property in the last 120 days? YES _____ NO _____ If, yes, does cost exceed \$35,000 _____

Please instruct Seller to bring all keys and garage door openers to closing.

***Once the above information has been completed, please email to south@epglaw.net or fax to 704.540.2546.**

*****Please forward any invoices needing to be paid at closing as soon as possible. Thank you!*****