



# Senter, Stephenson, Johnson, PA

Quality legal services provided with compassion since 1953

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## SELLERS INFORMATION SHEET

COMPANY: \_\_\_\_\_ PH#: \_\_\_\_\_

FROM: \_\_\_\_\_ FAX#: \_\_\_\_\_

BUYER: \_\_\_\_\_ DATE: \_\_\_\_\_

SELLER: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Please complete the following information sheet and fax back to us at (919) 552-1032 by **ASAP**. Thank you for your assistance. Please call us at (919) 552-4707 Ext. 103 if you have any questions.

### SALES COMMISSION(%):

LISTING: \_\_\_\_\_  
SELLING: \_\_\_\_\_  
MARKETING FEE: \_\_\_\_\_

If the deposit is more than the commission, then we assume that you will bring the deposit to closing.  
PAYEE:     N/A    

### PAYOFF INFORMATION:

#### FIRST MORTGAGE

LENDER: \_\_\_\_\_  
LOAN #: \_\_\_\_\_  
PH#: \_\_\_\_\_

#### SECOND MORTGAGE OR EQUITY LINE

LENDER: \_\_\_\_\_  
LOAN #: \_\_\_\_\_  
PH #: \_\_\_\_\_

HOMEOWNERS ASSOCIATION (CONTACT NAME AND PHONE #): \_\_\_\_\_

### FORWARDING ADDRESS FOR SELLERS:

\_\_\_\_\_  
If unavailable now, please call us with it ASAP so we can complete for escrow and funds, etc.

SOCIAL SECURITY AND/OR TAX ID NUMBER(S): \_\_\_\_\_

TITLE INSURANCE COMPANY: \_\_\_\_\_

### PLEASE FAX OR E-MAIL THE FOLLOWING ITEMS PRIOR TO CLOSING:

- Copy of prior survey
- Copies of all bills to be paid at closing.

ARE WE TO PREPARE THE SELLER'S DEED & LIEN WAIVER?  Yes  No

Our office is located at 114 Raleigh Street, Fuquay-Varina, NC 27526.

