

# GWYNN & EDWARDS, P.A.

## SELLERS CHECKLIST

Please Fax information Back to **919-871-0701** or e-mail to [smoreton@gwynn-edwards.com](mailto:smoreton@gwynn-edwards.com)

Paralegal: \_\_\_\_\_

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

Buyer's Name: \_\_\_\_\_

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

We would appreciate your assisting us in gathering the seller's information as follows and faxing back to our office ASAP. Once requested, dues information, as well as some payoff statements for mortgages, can take as long as 10 days to receive.

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

**SELLER'S FULL NAME:** \_\_\_\_\_

Married \_\_\_ / Single \_\_\_ / Divorced \_\_\_ / Separated \_\_\_ / Widowed \_\_\_

Social Security Number: \_\_\_ - \_\_\_ - \_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SELLER'S FULL NAME:** \_\_\_\_\_

Married \_\_\_ / Single \_\_\_ / Divorced \_\_\_ / Separated \_\_\_ / Widowed \_\_\_

Social Security Number: \_\_\_ - \_\_\_ - \_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Seller's Forwarding Address: \_\_\_\_\_

**MUST INCLUDE ALL MORTGAGES, EQUITY LINES, TAX SMART LOANS, ETC...EVEN IF THERE IS A ZERO BALANCE.**

**1st Mortgage:** \_\_\_\_\_ Phone: \_\_\_\_\_

Loan Number: \_\_\_\_\_

The last payment I intend to make on this account will be made on this date: \_\_\_\_\_

**2nd Mortgage:** \_\_\_\_\_ Phone: \_\_\_\_\_

Loan Number: \_\_\_\_\_

The last payment I intend to make on this account will be made on this date: \_\_\_\_\_

**Equity-Line:** \_\_\_\_\_ Phone: \_\_\_\_\_

Loan Number: \_\_\_\_\_

The last payment I intend to make on this account will be made on this date: \_\_\_\_\_

*NOTE: NO DRAWS/ADVANCES should be taken after giving us the payoff information. An additional fee will be charged if a payoff is made for an incorrect amount due to a "draw".*

**Homeowners Association:** \_\_\_\_\_ Phone: \_\_\_\_\_

**By signing below, I grant permission for Gwynn & Edwards to: share information pertaining to this closing with my realtor, order HOA dues, order Mortgage Payoffs and to freeze and close equity lines of credit.**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Will the Sellers attend closing? Y / N Are we to prepare deed? Y / N

If husband and/or wife will not be attending, please contact our office immediately!!! Both parties must sign deed.

**If sellers are to sign early, they must call and make arrangements to come in early!!!**

Total commission: \_\_\_\_\_ % Split: \_\_\_\_\_ % Listing \_\_\_\_\_ % Selling  
\_\_\_\_\_ % Marketing Fee Other: \_\_\_\_\_

Does the seller have a prior survey that we may use with a survey affidavit if no improvements have been made? Y / N

Does the seller have a copy of their title insurance policy that they can provide to us? Y / N

Any additional charges to be collected or special instructions regarding the Deed, proceeds, etc...? Please fax all invoices ASAP prior to closing. \_\_\_\_\_

**\*\*\*Please note\*\*\***

**If proceeds are to be wired, we require bank wiring instructions on the bank's letterhead 24 hours prior to closing. There is a \$25 fee for the outgoing wire.**