



RENGER & REYNOLDS, PLLC

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SELLER INFORMATION SHEET

Renger & Reynolds, PLLC has been retained to represent only the Buyer of the below referenced Subject Property in your upcoming transaction. Please complete this form and return it to us as quickly as possible. **Failure to provide this completed form to our office in a timely fashion may delay your closing.**

Seller(s) Name: _____

Subject Property: _____

Was the Subject Property your primary residence? (Check One) YES NO

Phone Number: _____ Email Address: _____

Forwarding Address: _____

(*We must have an address, even if address is temporary*)

Marital Status (Check One): Married Unmarried Legally Separated

Spouse's Name: _____

NOTE: If you are married, your spouse **MUST** sign the Deed. If Legally Separated, please provide copies of the documentation indicating your spouse has relinquished all interest in the property.

SSN# (Seller 1): _____ - _____ - _____ SSN# (Seller 1): _____ - _____ - _____

*If you are unable to provide a social security number within 10 business days of closing, our firm will presume that we must withhold a percentage of your gross sales proceeds and disburse same to the Department of the United States Treasury. Please note that there will be an additional fee for preparing the withholding documentation.

If Seller is an LLC, Corporation, Trust or other entity, E.I.N.: _____

*** If an LLC, Corporation, Trust or other entity, please provide documentation authorizing the sale of the Subject Property.

HOMEOWNERS ASSOCIATION:

HOA Management Company Name: _____

HOA Management Company Phone Number: _____

HOA Management Company Email Address: _____

Amount of Dues: \$ _____ Frequency of Dues payments: _____

REALTOR COMMISSION INFORMATION

Realtor Company Name: _____

Realtor Name: _____

Realtor Cell Phone Number: _____

Realtor Email Address: _____

Listing/Seller Agent Commission %: _____ Bonus: \$_____

Listing Agent License No.: _____

Listing Agent Firm’s License No.: _____

Seller/Buyer Agent Commission %: _____ Bonus: \$_____

SELLER CLOSING DOCUMENTATION

Will all Sellers attend closing? (Check One) Yes No

If “No,” please contact our firm immediately to arrange execution of Seller documents (***We need original, notarized documents for closing.***)

As a courtesy, Renger & Reynolds, PLLC, will prepare the Seller closing documentation for a standard fee of \$355.00 as a Seller expense collected at closing. In the event title curative measures are necessary or Seller’s title involves an entity or an estate/trust, the standard fee for the Seller will increase. Please advise us immediately if you have retained counsel to prepare your Seller documentation, as Renger & Reynolds, PLLC, represents the Buyer in this transaction. Please note we charge a \$75.00 closing administration/coordination/review fee if you choose to retain separate counsel. If Renger & Reynolds, PLLC, will not be preparing the Seller documents, please provide the contact information for the Seller’s Attorney:

Attorney Name: _____ Email: _____

DISBURSEMENT OF FUNDS:

Renger & Reynolds, PLLC, **does** charge a fee of \$35.00 to wire proceeds or send a check via UPS.

If you desire funds to be wired, we do require that you complete a form we provide **at closing** which must include the following: 1) the name of your bank, 2) the name on the account, 3) the account routing number, and 4) the account number.

Proceeds will not be disbursed until the closing documents have been recorded at the county registry. Once recorded, we endeavor to process wires at the end of each day. Please be advised that proceeds may not post to your account until the following business day.

Alternatively, you may pick up a proceeds or commission check or have some mailed to you by first class U.S. Mail to an address you provide. By signing and submitting this Form, you consent Renger & Reynolds, PLLC, providing a copy of the settlement statement to all parties in this transaction.

MORTGAGE LOAN/DEED OF TRUST/HOME EQUITY LINE OF CREDIT PAYOFF:

Mortgage/Deed of Trust/Equity Line Lender: _____

Customer Service Phone Number: _____

Approximate Balance: \$ _____

Mortgage/Deed of Trust/Equity Line Lender: _____

Customer Service Phone Number: _____

Approximate Balance: \$ _____

Our firm must contact all mortgage companies or other holder of any secured liens on the Subject Property. We require the above information in order to contact the lien holders. Please provide this information as soon as possible as the processing of some payoff information by lien holders takes as many as ten (10) business days.

My/Our signature(s) below constitute my/our authorization of any employee of Renger & Reynolds, PLLC, to obtain any mortgage/home equity line of credit/judgement lien information and to order a payoff on the above or any related accounts on my/our behalf AND I/we further authorize Renger & Reynolds, PLLC, to close/freeze/block said account pursuant to the sale of real estate property security interest.

X _____
Seller Name

X _____
Seller Name