



RENGER & REYNOLDS, PLLC

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CLIENT ENGAGEMENT LETTER AND SELLER INFORMATION SHEET

Congratulations and thank you for allowing our firm to represent you in the sale of the property located at _____. We look forward to assisting you throughout the closing process.

Who We Represent:

Under South Carolina State law, we may represent multiple parties in a real estate transaction, as long as we believe we can provide competent and diligent representation to all parties and upon your written consent. It is standard practice in South Carolina, for a closing attorney to represent all parties. By signing below, you acknowledge that Renger & Reynolds, PLLC may act as the attorney for you as the Seller, as well as the Buyer and Lender. You understand that you have a right to obtain separate legal counsel for this transaction. You acknowledge, that should a conflict arise, Renger & Reynolds, PLLC shall withdrawal from representation.

What Services We Provide:

The purpose of this Client Engagement Letter is to set-out what you may expect throughout our representation. Our representation and the fees charged for our services are limited to preparing your Seller documentation pursuant to the Contract, including but not limited to the Deed, owner's affidavit, IRS form 1099, and order pay-off statements for any mortgages against the property.

If you wish for our firm to provide additional services or represent you outside the scope of this Client Engagement Letter, we may charge separate fees for such services. Drafting company resolutions, powers of attorney, coordinating multiple signatories, and handling transactions in which rents are prorated or resolving title issues are examples of services for which our firm will charge an additional fee. Please note, we are not tax attorneys, therefore we do not give advice regarding Federal or State income tax.

Requirements at Closing:

At the time of signing your closing documents, you will be required to present a government issued photo identification. If you are unable to attend closing, please let us know in advance so we are able to make alternate arrangements, such as a mail-away closing or Power of Attorney. Failure to disclose your unavailability for closing, may result in the delay of closing at a cost to you.

Thank you again for selecting Renger & Reynolds, PLLC. If you have any questions regarding the closing process, please do not hesitate to contact our firm at the above number.

Sincerely,

Renger & Reynolds, PLLC

By signing below, we consent to Renger & Reynolds, PLLC representing multiple parties with regard to this transaction and agree to the terms of the engagement letter above.

X _____
Seller Name

X _____
Seller Name

SELLER INFORMATION SHEET

Thank you for choosing our firm to handle the sale of your property. 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. Please do not use property address.*)

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.

Out of State Resident? ____Yes ____No

If Yes, capital gain amount if any: _____.

***If you are unsure on how to calculate your gain amount, please contact your CPA or tax attorney. As an out of state resident, you are required to provide the capital gain amount in order to sale the property.**

Are you providing Buyer with a Home Warranty? ____ Yes ____ No

If yes, please provide a copy of the invoice to our firm.

HOMEOWNERS ASSOCIATION:

HOA Management Company Name: _____

HOA Management Company Phone Number: _____

HOA Management Company Email Address: _____

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

REALTOR COMMISION 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.***)

Renger & Reynolds, PLLC, will prepare the Seller closing documentation for a standard attorney fee of \$395.00 as a Seller expense collected at closing. Our firm also charges a fee of \$35 each to obtain lien pay-offs (if applicable). In the event title curative measures are necessary or Seller’s title involves an entity or an estate/trust, or the Seller has multiple judgments the standard fee for the Seller will increase. Please advise us immediately if you have retained counsel to prepare your Seller documentation. 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.

Alternatively, you may pick up 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.

Please Note: In order for funds to be disbursed at the closing table, we must be in possession of the following: Seller’s fully executed original documents including the Deed, Buyer’s funds to close, lender’s funds/proceeds to close (if applicable), the lender’s funding approval (if applicable) and keys/possession must be provided to the Buyer . Renger & Reynolds, PLLC will not release funds until we are in possession all items noted above.

MORTGAGE LOAN/HOME EQUITY LINE OF CREDIT PAYOFF:

Mortgage/Equity Line Lender: _____

Customer Service Phone Number: _____

Approximate Balance: \$ _____

Mortgage/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