

Barkley Law Offices, PC
8801 Fast Park Drive, Suite 301
Raleigh, NC 27617
919.593-1062 (Phone)
919.882-8228 (Fax)

www.BarkleyLawOffices.net

****Please complete, sign, and email to BarkleyLaw@gmail.com and attach any invoices to be added to the settlement statement.****

Seller Information Sheet

(Please answer all questions and mark N/A if not applicable.)

Subject Property Address: _____

Is this property your primary residence? Yes No

Full Name: _____ Social Security #: _____

Full Name: _____ Social Security #: _____

Phone #: _____ Email: _____

Marital Status: Single Married Separated Divorced Widowed

(IF MARRIED OR SEPARATED< BOTH SPOUSES MUST SIGN THE DEED< EVEN IF ONLY ONE OF THE SPOUSES IS ON THE CURRENT DEED. IF YOU BELIEVE THAT THE SPOUSE WHO IS NOT ON THE DEED IS NOT REQUIRED TO SIGN, PLEASE CONTACT US IMMEDIATELY TO PROVIDE INFORMATION. OTHERWISE, BOTH SPOUSES WILL BE REQUIRED TO SIGN.)

Are you a US Citizen or permanent resident of the US? Yes No

Would you like us to prepare the deed & other required documents? Yes No

Will seller(s) attend closing? Yes No

Forwarding Address after closing: _____

Who is your current title insurance company? _____

(This information is usually found on your previous closing statement.)

Policy #: _____

*****PLEASE SEND A COPY OF YOUR OWNER'S TITLE POLICY*****

Seller's Agent: _____

Name/Address of Company: _____

Phone: _____ Email: _____

State License Number- Company: _____

State License Number- Agent: _____

Total Realtor Commissions _____ %

Total: To Listing Agent _____ % To Selling Agent _____ %

Plus \$ _____ fee payable to _____ paid to () buyer () seller

Mortgage Information- Please list all mortgages even if there is a zero balance.

Name of Current Mortgage Company: _____

Account/Loan #: _____

Customer Service Number: _____

2nd Mortgage Holder or HELOC (an Equity Line on your property)?: _____

If so, name of Lender: _____

Account/Loan #: _____

Customer Service Number: _____

Homeowners Association Information

Do you have homeowner's dues? () Yes () No

Dues/Assessment: \$ _____ per _____
(Month / Year / Other - Please explain)

HOA Company Name: _____

Contact: _____ Phone #: _____

Is this property a condominium? _____

Are there any pending City/ County Assessments against the property? _____

AUTHORIZATION TO RELEASE LOAN INFORMATION

To Whom It May Concern:

Please be advised that the undersigned hereby authorizes authorizes _____ the "Lender" and any of its employees or agents to release any information concerning any loans or accounts we have with the Lender to Barkley Law Offices, PC (the "Firm"), or any of its attorneys, paralegals, or other employees including, without limitation, any payoff information concerning any such loans or accounts we have with the Lender. If any such loan is an equity line/ open ended/ revolving account, we hereby direct that the account be suspended, frozen, and blocked immediately, and (i) we direct the Lender to close the account once it has received the payoff amount, and (ii) the Lender is authorized to follow any directions of the Firm necessary to suspend, freeze or block the account effective immediately, or terminate the account upon delivery of the payoff amount.

Account Number (s) (If known): _____

Dated: _____

BORROWER (S):

By: _____ By: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

Social Security #: _____ Social Security # _____

PAYOFF REQUEST

Complete, sign, and email to BarkleyLaw@gmail.com or fax to: (919) 882-8228.

(We will fill in the good through date.)

Lender: _____ Loan #: _____

Borrower 1: _____ Soc. Security #: _____

Borrower 2: _____ Soc. Security #: _____

Property Address: _____

Sir or Madam,

On behalf of the above referenced borrower (s), I am hereby requesting a payoff statement for the above-mentioned account number to be emailed to Barkleylaw@gmail.com or fax to (919) 882-8228. Please make the payoff good through _____. Thank you for your help with this matter. If you have any problems, do not hesitate to contact our office (919) 510-1062.

Best Regards,

W. Travis Barkley

I/We, the above referenced borrowers, hereby authorize Barkley Law Offices, PC to request a payoff from the above referenced lender regarding the above-referenced loan number in order to facilitate the sale of my/our property.

Signature- (Borrower 1)

Signature- (Borrower 2)

SELLER PROCEEDS DISBURSEMENT REQUEST

We hereby acknowledge that the Closing Attorney is not authorized to disburse funds prior to the receipt of funds from the buyer's lender, the lender has given authorization to release funds, and all documents have been recorded at the County Register of Deeds office.

We hereby acknowledge that the Closing Attorney cannot guarantee a specific time funds will be available on the date of disbursement. If funds are not received prior to 3:00 pm on the day of closing, documents will not be recorded and funds will not be disbursed until the next business day.

We hereby acknowledge the Closing Attorney will overnight payoffs to all Lien Holders on title (Mortgages, Judgments, IRS Tax Liens, and UCC filings).

SELLER PROCEEDS FROM CLOSING WILL BE SENT VIA US MAIL UNLESS OTHERWISE NOTED BELOW

Please initial One:

_____ US MAIL (2-3 Days)
(If checks are lost in the mail, customer is responsible for a \$35.00 charge, per check, for stop payment and re-issuing the check.)
Mail Proceeds to: _____

_____ Overnight Courier Service for a fee of \$35.00
Overnight proceeds to: (Must be a street address and not a PO box)

_____ Via Wire (\$25 Wire Fee)
Name on Account: _____
Address on Account: _____
Bank Name: _____
Account Number: _____
ABA Routing Number: _____

(Please confirm the ABA Routing # with your bank.) NOTE: Due to timing of the closing process and in setting up wires, we cannot promise to wire funds on the day of Closing. If we are unable to initiate a wire on the Closing Date, it will be initiated the next business day. If you are closing on another purchase with your proceeds on the same day as Closing, please let us know so that appropriate steps can be taken to better ensure that funds will be available for your Closing, subject to the availability of funding from the buyer and Buyer's lender.)

Best Contact Phone Number for Closing
Date: _____

_____ Pick Up Proceeds when available at the Closing Attorney's office
(Please call ahead to verify proceeds are ready.)

_____ Pickup by Third Party (Please call ahead to verify proceeds are ready.)
I/We authorize Barkley Law Offices, PC to release funds to: _____

Signature- (Seller 1) Date

Signature- (Seller 2)

Date