

Information for Seller

Our File _____

*****PLEASE COMPLETE ENTIRE FORM FULLY AND COMPLETELY*****

1. Please enter all Seller(s) full names:

2. Please enter Seller(s) Current Address:

3. Please enter Seller(s) Home Number: _____

Please enter Seller(s) Work Number: _____

Please enter Seller(s) Mobile Number: _____

4. Please enter your Social Security Number(s):

_____ (Seller 1) _____ (Seller 2)

4. Please enter what your PERMANENT mailing address will be (after closing):

5. Please enter name of the Homeowner's Association and/or Management Company

(if none, please enter, "NONE")

Name of HOA: _____

Management company name: _____

Address for payment: _____

Phone #: _____ Amount Paid: \$ _____

Paid: ___ Monthly ___ Quarterly ___ Annually ___ Other

Is there a transfer fee? ___ YES ___ NO **If YES, how much?:** _____

6. Do you rent this property? ___ Yes ___ No

If yes, please enter name and phone number of rental agency:

7. Are Seller(s) residents of South Carolina? Yes No

If no, will the sale of the above property yield a federal taxable gain? Yes No

If you answered YES to the question above, what is the amount of your gain? \$_____

(If you have any questions about determining the amount of your gain, please contact your accountant or the person who prepares your taxes and see our FAQs for additional information.)

8. Will Seller(s) be present for the closing? Yes No (There is a \$200.00 "Mail Away" fee)

9. How would you like to receive the proceeds of the sale?

Pick Up Fed-ex (\$15 fee) Wire* (\$15.00 fee)

***Wires can take up to 48hours to show up in your account.**

9. What is the nature of this property?

Check one: Condominium Townhouse Single family Mobile Home Other

If a mobile home, please complete the following:

Is the title in your name? _____

Has the mobile home been attached to the property and the title retired? _____

If no, please provide the original title.

If yes, please provide a letter from the DMV confirming the title has been retired.

If you cannot provide the title or a letter from the DMV, requiring Wendell L. Hawkins, P.A. to research the status of your title, additional fees will apply which vary depending on the circumstances.

10. For any Mortgage or Equity Line Payoffs, please provide the following:

1st: Name of Lender: _____ Account Number: _____

Social Security # of Primary Account Holder: _____

2nd: Name of Lender: _____ Account Number: _____

Social Security # of Primary Account Holder: _____

11. Is the property in a Trust? Yes No . **If yes, please provide a copy to our firm ASAP.**

12. Is the property owned by a Corporation, LLC, etc.? Yes No .

If yes, please email or fax a copy of all formation documents or corporate authorization documents for the individual signing on behalf of the corporation/ LLC as soon as possible.

WIRE REQUIRED FOR \$1,000 OR MORE