



### Seller Information Sheet

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

Seller(s) Legal Name: \_\_\_\_\_ & \_\_\_\_\_

Sellers(s) Social Security Number (**REQUIRED**): \_\_\_\_\_ & \_\_\_\_\_

Current Address (**REQUIRED**): \_\_\_\_\_

Forwarding Address (**REQUIRED if selling primary residence**): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

***If closing in the name of a Corporation, Trust, LLC or any other entity, please provide the following information: a copy of the By-Laws for a Corporation, a copy of the Trust Agreement for a Trust or a copy of the Operating Agreement for an LLC as it will be required.***

Name of Entity: \_\_\_\_\_

EIN Number of Entity: \_\_\_\_\_

Mailing Address of Entity: \_\_\_\_\_

Individual(s) Signing for Entity & in what Capacity: \_\_\_\_\_

***If utilizing a 1031 Exchange Service, please provide the following contact information:***

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

***Attendance by all parties, if possible, is highly recommended at this time as the options noted below may delay the funding of the transaction and lead to additional coordination fees.***

**Will Seller(s) be present at closing?**             Yes                             No

**If Selected "Yes"**

The closing has been scheduled for the date on your contract. If the Buyer does not attend, please select the closing time that is most convenient for you. The closing time will be confirmed based on availability.

10:00 AM             11:00AM             12:00PM             1:00PM             2:00PM             3:00PM

**If Selected "No"**

Will there be a Power of Attorney?                     Yes                     No

Which Sellers(s) will need the Power of Attorney? \_\_\_\_\_

Who will sign on their behalf? \_\_\_\_\_

***There may be fees associated with the HOA Letter or Water Letter; see the Community Disclosure attached to your Contract for additional information on payment of fees, if applicable.***

Is there a Homeowner's Association?                     Yes                     No

Name of Homeowner's Association: \_\_\_\_\_

Homeowner's Association Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are the Fees/Dues/Assessments Mandatory?                     Yes                     No

***There may be fees associated with the HOA Letter or Water Letter; see the Community Disclosure attached to your Contract for additional information on payment of fees, if applicable.***

Are there Water Fees?                     Yes                     No

What is the Water Source?                     Private                     Public                     Shared Well

Water Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Is this a New Home Construction?                     Yes                     No

***If selected "Yes" we will require a copy of the Construction Deposit, Termite Report, E911 Certificate & Certificate of Occupancy from the Builder.***

Builder's Company/Entity Name: \_\_\_\_\_

Builder's Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

***If selected "Yes" regarding new construction, we will require the name of the Pest Control Company providing termite treatment on the property.***

Pest Control Company Name: \_\_\_\_\_

Pest Control Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Was the property a primary residence for 2 of the last 5 years? [ ] Yes [ ] No

Is the Seller(s) a resident of Georgia? [ ] Yes [ ] No

*If selected "No" on both questions stated above, we will require an Affidavit of Sellers Gain.*

Are any Owners Deceased? [ ] Yes [ ] No

If yes, who is deceased? \_\_\_\_\_

*If selected "Yes" we may require a Death Certificate or additional items.*

Is the property being sold as part of a pending or final divorce or included in a settlement agreement?

[ ] Yes [ ] No

*If selected "Yes" we may require a copy of the Settlement Agreement or additional items.*

*If the divorce is in process, please provide contact information for your Attorney(s).*

Has Bankruptcy been filed? [ ] Yes [ ] No Are your property taxes under Appeal? [ ] Yes [ ] No

Do you currently have a mortgage on the property? [ ] Yes [ ] No

**Mortgage Information-Print Clearly and Fill Out Completely**

**1<sup>st</sup> Mortgage**

**2<sup>nd</sup> Mortgage**

Lender Name: \_\_\_\_\_

Lender Name: \_\_\_\_\_

Lender Phone: \_\_\_\_\_

Lender Phone: \_\_\_\_\_

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

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

Is this an equity Line? Yes [ ] No [ ]

Is this an equity Line? Yes [ ] No [ ]

*This authorizes Wilson Hamilton, LLC to obtain any information on the above referenced mortgage. I further acknowledge and agree that applicable fees may be assessed to my account as a result of this request. Fees may be charged per item, per request and are subject to change and this authorization does not expire until revoked by me.*

**Signature:**

\_\_\_\_\_

Do you wish to receive your proceeds by: [ ] Check [ ] Wire Transfer

*If selected "Wire Transfer" you will receive an email and/or text from CertifID stating that Wilson Hamilton Real Estate Law wants to securely collect your bank account information using CertifID. This will ensure a safe transfer of funds to you after the closing.*

*Proceeds must be payable to the persons or entities showing of record on title, there are no exceptions.*

**Wire Fraud Disclosure**

*As a seller, you will likely receive net proceeds after the sale. Wilson Hamilton Real Estate Law will securely collect or confirm your account information through CertifID. If you have any questions about this process, call or email our office.*

**WARNING:**

- *If you receive a request to wire funds through ANY way other than CertifID, STOP. Call us immediately from an independently verified phone number.*
- *Don't trust a phone number or email address provided in any email that asks you for money.*
- *Never wire money without double-checking that the wiring instructions are correct.*

Have you received and read the stated Wire Fraud Disclosure listed above?       Yes       No

**Signature:**

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