

Seller's Information

1. Seller's Agent: _____ Phone: _____
Email: _____
Name/Address of Company: _____
State License Numbers: Company: _____ Agent: _____

2. Seller Name(s): _____

EIN#: _____ Phone: _____
Fax: _____ Email: _____

Forwarding/Mailing Address: _____

3. Commissions: _____% Total: _____% to Listing Agent _____% to Selling Agent
Marketing Fee: _____% To: _____
Other Fees: _____ To: _____

4. Name of Current Mortgage Company: _____

Customer Service Number: _____ Loan #: _____

5. Do you have a second mortgage or an Equity Line on your property? _____

If so, name of Lender: _____

Customer Service Number: _____ Loan #: _____

6. Do you have HOA dues? _____ Assessment \$ _____ Monthly _____ Annually _____ Other _____
Association Management Company/Contact: _____ Phone: _____
Is this property a condominium? _____

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

8. Would you like our office to prepare the Deed/Lien Waiver for you? _____ (fee of \$150.00)
If so, who will sign the Deed? Name & Title: _____
If no, a copy of the Deed/Lien will need to be faxed to our office prior to the closing date for review.

If New Construction what is the assigned MLA#? _____

9. Will you attend the Closing? _____
IF NOT, PLEASE CONTACT OUR OFFICE TO DISCUSS SIGNING PROCESS.

10. Who is your current title insurance company? _____ Policy #: _____
(This information is usually found on your previous closing statement.)

AUTHORIZATION TO RELEASE LOAN INFORMATION

To Whom It May Concern:

Please be advised that the undersigned hereby 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 The Law Offices of Lowry & Associates (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 of credit/open ended/revolving account, we hereby direct that the account be 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 freeze or block the account effective immediately, or terminate the account upon delivery of the payoff amount.

Account Number(s) [If known]: _____

Dated: _____

Co. Name: _____

By/Title: _____

Date: _____

FUNDS DISBURSEMENT AUTHORIZATION FORM

We, the undersigned, request and authorize the Closing Attorney to remit proceeds from the sale of our property as follows. We acknowledge that any changes to these instructions will only be accepted via a revised, signed authorization form presented at or before closing. Revised authorization forms transmitted via electronic mail or facsimile will not be honored. **Funds will be Mailed by US Mail unless otherwise indicated below.**

- Pick up Mail to (\$25 fee for overnite): _____
- Wire Transfer (\$25 Fee)
- Authorize Agent to Pick up _____

ACKNOWLEDGMENT & RELEASE: The undersigned acknowledges & understands there are risks associated with bank wire transfers not within the reasonable control of the Closing Attorney & hereby releases and discharges the Closing Attorney, its agents/employees, from any & all claims, demands, rights, and causes of action of whatsoever kind & nature not caused by the gross negligence of the Closing Attorney, its agents/employees, arising directly or indirectly out of any wire transfer I/we send or receive or intend to send or receive in connection with any real estate transaction in which the Closing Attorney represents or is working with us.

REQUEST & AUTHORIZATION: The undersigned hereby requests and authorizes the Closing Attorney to wire proceeds from the sale of property located at the above referenced address to the following bank account and acknowledges that any changes to these wiring instructions will only be accepted via a revised signed authorization form presented at closing.

Attach a voided check or deposit slip and confirm the routing number with your bank.

Beneficiary Account Number: _____

Name on Account: _____

Address on Account: _____

Receiving Bank Name: _____

Receiving Bank ABA/Routing Number: _____

Contact Number for Date of Closing: _____

SELLER

SELLER

STATE OF _____, COUNTY OF _____

I, a notary public, certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: _____

Witness my hand and official stamp or seal, this the _____ day of _____, 2021.

Notary Public

My commission expires: _____
SEAL/STAMP

*The Law Offices of Lowry & Associates
8358 Six Forks Road, Suite 104
Raleigh, North Carolina 27615
(919) 518-0783
(919) 518-8375(fax)*

Seller Charges For Purchases

1.	Preparation of deed/lien waiver ***	\$150.00
2.	Courier Fee for Payoffs (per payoff)	25.00
3.	Wire Fee (Per outgoing wire)	25.00
4.	Lien Release Fee (per deed/trust or lien released at/after closing	25.00

*****NOTE:** If the seller is an Estate or Guardianship, or if there are multiple sellers involved requiring additional signatures or non-simultaneous signings, additional costs will be required.