

**OFFICES OF
LANCASTER, TROTTER & POE, P.L.L.C.
ATTORNEYS AT LAW
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**RAYMOND L. LANCASTER
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RICHARD S POE**

SELLER INFORMATION REQUEST

PLEASE READ CAREFULLY AND RETURN WITHIN 72 HOURS TO AVOID A CLOSING DELAY

RETURN TO: jennifer@ltp-law.com (or fax to 845-217-5194)

SELLER'S ENTITY NAME: _____

Full Name of Individual Authorized to Sign for Entity: _____

Representative Capacity of Signing Individual (e.g. officer, manager, etc): _____

PLEASE PROVIDE EVIDENCE THAT SIGNER HAS AUTHORITY TO CONVEY REAL PROPERTY. FOR EXAMPLE, WE WILL NEED OPERATING AGREEMENT, CORPROATE RESOLUTION, BYLAWS, ETC.

Property Address: _____

Property Type: ___ Single Family ___ Mobile Home *******

The seller MUST produce proof that the DMV title to the mobile home has been surrendered to the DMV and cancelled or the buyer will not be able to obtain a loan on the property. Please contact L,T, P IMMEDIATELY with proof of the current status of the mobile home title. Failure to do so will delay or possibly prevent the closing from occurring.

SELLER'S CONTACT INFORMATION

Forwarding Address: _____

*****WE MUST HAVE AN ADDRESS FOR THE SELLER-PLEASE DO NOT LEAVE BLANK*****

Email: _____ Telephone Number: _____

___ Seller is attending closing

_____ Pick up check (**check will only be made payable to selling entity only**)

_____ Fedex proceeds (FEE APPLIES)—Please provide address

_____ Mail proceeds—Please provide address

_____ Wire Proceeds—(FEE APPLIES)-Seller must physically come to our office to fill out our wiring instruction form in the presence of an attorney—NO EXCEPTIONS*****

___ Seller IS NOT able to attend closing *

___ Pickup proceeds (**check will only be made payable to current owner only**)

___ Fedex proceeds
Address: _____

___ Mail proceeds
Address: _____

*If Seller will not personally attend the closing, please advise the preferred method for us to send the documents that seller must sign prior to the closing. We can email, fax or overnight (if overnight, overnight fees will also apply). Some of the documents will have to be signed by the Seller in the presence of a notary public and ORIGINALS will need to be sent to our office via overnight courier as we must have the ORIGINALS returned to us in order to close. The settlement statement may likely not be available until right before the closing. This can be signed via email or fax.

SELLER'S PAYOFF INFORMATION

Payoff # 1: ___ Mortgage ___ Equity Line

Bank Name: _____

Loan # _____ Approximate Balance: \$ _____

Lender Contact Phone Number _____

TAX ID of Current Mortgagor (Seller) _____

NOTE: Payoffs cannot be ordered without full social security number

Payoff #2: ___ Mortgage ___ Equity Line

Bank Name: _____

Loan # _____ Approximate Balance: \$ _____

Lender Contact Phone Number _____

TAX ID of Current Mortgagor (Seller) _____

Attach additional pages if necessary if other payoffs

HOA INFORMATION (IF APPLICABLE)

Association Name: _____

Mgmt Co. _____

Contact Info: _____

Dues Amount: \$_____ (Yearly, Quarterly, Monthly, Other)

***** PLEASE CANCEL ANY AUTO DRAFT FOR YOUR HOA ACCOUNT. ANY PAYMENTS MADE RIGHT BEFORE CLOSING WILL NOT BE REFLECTED ON THE CD AND WE WILL NOT BE ABLE TO OBTAIN AN UPDATED STATEMENT AT THAT POINT. REIMBURSEMENT WILL NEED TO BE HANDLED BY THE HOA DIRECTLY *****

NOTE: THE FOLLOWING HOME OWNER ASSOCIATIONS REQUIRE ADVANCE PAYMENT OF FEES TO OBTAIN ACCOUNT INFORMATION. TITLE INSURERS PROHIBIT ACCEPTING ACCOUNT INFORMATION OTHER THAN BY AN OFFICIAL STATEMENT FROM THE HOA'S DESIGNATED MANAGEMENT COMPANY. **Our office will order the HOA Certification and send you an email with the link to make the payment with your credit card. FAILURE TO MAKE THE PAYMENT IN A TIMELY MANNER MAY DELAY YOUR CLOSING OR INCUR PENALTIES IF WE HAVE TO PLACE A RUSH ORDER TO OBTAIN. COMPANIES KNOWN TO REQUIRE ADVANCE PAYMENTS ARE:**

**Braesael Management
Henderson Properties
Community Association Mgmt**

**Cusick Community Management
Key Community Management
Revelation Community Mgmt**

VERY IMPORANT: HOA dues must usually be ordered within ten (10) business days of the closing to assure that the information is current and correct at closing. Some HOA management companies charge rush fees that can be substantial if they determine that they were asked to provide the information faster than their arbitrary rules require. We cannot be held responsible for these extra fees and they will appear on the closing statement if the management company states they must be collected.

BROKER COMMISSION INFORMATION

Listing Broker: _____

Selling (Buyer) Broker: _____

Total Commission % _____

Listing Agent % _____ Buyer Agent % _____

NOTE: Commissions can only be paid to the brokerage company shown in the contract.

MISCELLANEOUS INFORMATION

In the past 120 days has the Seller hired any contractors to make improvements or repairs to the property? ____ No ____ Yes

If yes, please provide the amount & verification of invoices paid, and the names and contact information for all contractors who have or will be improving/repairing the property.

Is Seller paying for a home warranty ____ No ____ Yes

If "yes" please provide the invoice for the warranty company.

Are there any tenants occupying the property? ____ No ____ Yes

AUTHORIZATION AND RELEASE (TO BE SIGNED BY SELLER)

The Seller(s) will need to sign the attached authorization to allow our firm to order payoffs for any loan encumbering the Property.

PLEASE RETURN THE SELLER SIGNED AUTHORIZATION TO US WHEN YOU RETURN THIS INFORMATION SHEET SO PAYOFFS CAN BE ORDERED WITHOUT DELAY

AUTHORIZATION TO PROVIDE LOAN PAYOFF INFORMATION

I/We hereby authorize you (mortgage lender) to release to Lancaster, Trotter & Poe, PLLC, or my attorneys, agents and assigns any and all information that they may require about my loan and mortgage for _____ real _____ property _____ known _____ as _____.

In addition I/We authorize you (mortgage lender) to release to Lancaster, Trotter & Poe, PLLC or its agents and assigns a payoff statement, payoff letter, close and block equity line letter, or paid in full loan letter. Lancaster & Trotter is further authorized to sign a payoff request in my name for any such loan.

"Agents" shall include all real estate brokers and their salespersons or assistants, title or escrow companies and their employees and attorneys and their employees.

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

PLEASE READ:

Our office expects the buyer and seller to select a mutually convenient time to conduct the closing. If either party requests our attorneys to meet with them prior to closing to sign documents, an additional fee of \$100 may be added to the requesting parties' closing statement. By requesting an early signing time you will be deemed to have agreed to this additional fee.