



# THE MERRITT LAW FIRM

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## PRE-CLOSING INFORMATION Seller

Seller #1 Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Phone Numbers \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Phone Numbers \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Social Security Number: \_\_\_\_\_

Seller #2 Name: \_\_\_\_\_  
Phone Numbers \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Phone Numbers \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Phone Numbers \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Social Security Number: \_\_\_\_\_

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

**PLEASE NOTE:** Any and all contact information provided on this document cannot be changed without the direct contact by you to our office. Please make sure that all communication with our office is made via the telephone number(s) and email address(es) provided above. \*\*\*\*

If multiple Sellers, are the Sellers married? ( ) Yes ( ) No

If Seller is not an individual, what is the entity's name and who will be signing on behalf of the entity?

ENTITY NAME: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Seller Current Address:

\_\_\_\_\_  
\_\_\_\_\_

**Property Information:**

Is this an Investment Property?     Yes     No

Is there a manufactured or mobile home being sold with this property?     Yes     No

**Payoff Information:**

Please list any mortgages, loans, or liens that need to be paid off at closing.

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

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

Telephone Number: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

**Additional Information:**

Please make it a priority to attend closing. There are extra costs associated with remote closings and our office must be able to prepare in advance.

Will all Sellers attend the closing?                       Yes     No

Is a Power of Attorney (POA) needed?                       Yes     No

Please note that all POAs must be reviewed and approved by our firm in advance of closing. Original POAs must be brought to closing.

**Agents:**

Please email or fax the Commission Agreement-Instructions to Attorney to our office as soon as possible.

**FOR A SMOOTH CLOSING:**

- Funds: Seller proceeds may be wired. Please provide our office with your wiring instructions 48 hours prior to closing. A \$30 wire fee will be deducted from your proceeds.
- Identification: All Sellers must bring a valid, government-issued photo ID to closing.

If you have any questions regarding this form, please feel free to contact our office.