

The Title Company

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Melbourne, FL 32940
Office (321) 242-8850
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Sellers' Information Sheet

To help us **more efficiently** process and expedite your closing, please provide the following information, which **we pledge to keep private and confidential**. Please print as clearly as possible and fax back to us.

Prop. Address: _____

Sellers' Names: _____

Marital Status of Sellers (please circle): Husband and Wife Married but not to each other Married Single

If there is more than one seller and they are not husband and wife, please specify marital status of each seller.

Sellers' SSNs: _____

Seller's Forwarding Address: _____

Phone #(s): _____

Email Address: _____

For each mortgage on the subject property (including lines of equity/HELOCs), please provide the following info:

1st Mortgage:

Lender's Name: _____

Loan # _____ Lender's Phone: _____

2nd Mortgage:

Lender's Name: _____

Loan # _____ Lender's Phone: _____

Homeowners Association managed by: _____ Ph: _____

Will all sellers be present at the closing? _____ If not, please call the office for specialized arrangements.

Anything you think we should know, please advise: _____

*****Some things we'd like you to know about your closing*****

1. If you will have owned your home for less than three years at the time of closing, you are legally entitled to a substantial savings on title insurance, usually **several hundred dollars**, but **by law** we **must** have a copy of your "Owner's Policy of Title Insurance" from when you purchased the property. Even if it will have been longer than three years, providing us with a copy of the policy will make your title search cheaper and we can usually pass that saving along to you. **If you can't find it, please call us, we can help.**
2. If you hold title in your trust, we will need to review a copy of the trust and any amendments.
3. We can wire your sale proceeds directly to your account. If you choose to have your proceeds wired, you will need to provide the required information for the wire. Our company does not charge a wire fee, however, your bank may have an incoming wire fee. Please check with your bank on any fees they might charge.
4. If you are married and the property being sold is your primary residence, **your spouse will need to join in the execution of the warranty deed, even if the property is held in your name alone**—this is due to the Homestead requirements in the Florida Constitution. This is also true even if you are "legally separated."
5. We exist to serve you. There are no stupid questions. Please help us help you by telling us what you need.