



*It's all in the ACTS...
closing and title services above
and beyond expectations.*

SELLER'S INFORMATION SHEET

Seller's Name(s) _____

Social Security #s _____

Seller's Marital Status _____

Seller's current residing address: _____ Future address: _____

Seller's Phone # _____ Fax # _____

Seller's Cell # _____

E-mail address _____

If Condominium:

Condo Association _____ Tel # _____

Condo Fee \$ _____

Water: _____ **Sewer:** _____
(Circle One) (Circle One)

It is the responsibility of the Seller to have the Deed prepared for closing. Our office, Access Closing & Title Services, LLC, can prepare the deed for \$195.00 or you may hire an attorney to prepare the deed. Please advise who will be preparing your deed:

Access Closing _____ **Other Attorney Name:** _____

Telephone No: _____

Payoff Info:

Mortgage Co. _____

Mortgage Loan # _____

Mortgage Phone # _____

I, _____, authorize Access Closing & Title Services, LLC to obtain mortgage information/payoff information on our loan with the above referenced Mortgage Company.

Signature _____

Dated: _____

Payoff Info (if second mortgage):

Mortgage Co. _____

Mortgage Loan # _____

Mortgage Phone # _____

I, _____, authorize Access Closing & Title Services, LLC to obtain mortgage information/payoff information on our loan with the above referenced Mortgage Company.

Signature _____

Dated: _____

*NOTE: Each payoff is subject to a \$135.00 discharge handling fee

