

# DAYTON & KAIKIS, PC

ATTORNEYS AT LAW



## **DEAR SELLER(S):**

Please be aware Dayton & Kaikis, PC has been selected by the Buyer(s) to perform the real estate closing for the sale of your property.

To be able to provide you with the most efficient and effective service possible, we ask that you carefully read

the following, and then complete, sign and return all applicable pages to

[dk@dklawpgh.com](mailto:dk@dklawpgh.com) or fax to 412-904-

2237 at your very earliest convenience.

Thank you for your cooperation,  
we look forward to working with you!

## **HAVE QUESTIONS?**

Please contact us so we can answer any questions you may have or that may come up as the process moves forward. We want you to be comfortable and prepared throughout the closing process.

**PHONE: 412-918-1845**

**FAX: 412-904-2237**

**EMAIL: [DK@DKLAWPGH.COM](mailto:DK@DKLAWPGH.COM)**

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*Please remember to submit pages 2-4 to  
[dk@dklawpgh.com](mailto:dk@dklawpgh.com) as soon as possible.*

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**Please complete the following:**

**SELLER 1-**

1. Name: \_\_\_\_\_
2. Current address: \_\_\_\_\_
3. Forwarding address: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. SSN: \_\_\_\_\_
7. Is this Seller married?  YES  NO \*Spouse's name if not on title: \_\_\_\_\_
8. Will this Seller be attending closing?  YES  NO

**Seller 2-**

1. Name: \_\_\_\_\_
2. Current address: \_\_\_\_\_
3. Forwarding address: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. SSN: \_\_\_\_\_
7. Is this Seller married?  YES  NO \*Spouse's name if not on title: \_\_\_\_\_
8. Will this Seller be attending closing?  YES  NO

PLEASE NOTIFY US AS SOON AS POSSIBLE IF A SELLER CAN NOT/ WILL NOT BE ATTENDING CLOSING. WE WILL PREPARE THE SELLERS DOCS AND SEND OUT FOR SIGNAUTRE IN ADVANCE.

PLEASE NOTE ALL PROCEEDS FROM YOUR SALE WILL BE IN THE FORM OF CHECK UNLESS A SPECIFIC REQUEST FOR A WIRE TRANSFER IS MADE. WIRE FEES MAY APPLY. PLEASE CONTACT US FOR MORE INFORMATION.

IF THERE IS A MORTGAGE, HOME EQUITY LOAN, OR OTHER LOAN ASSOCIATED WITH THIS PROPERTY PLEASE COMPLETE PAGE 3.

**AUTHORIZATION TO RELEASE  
MORTGAGE PAYOFF INFORMATION**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
LENDER/BANK

RE: \_\_\_\_\_  
LAST NAME

PROPERTY LOCATION (address): \_\_\_\_\_

SOCIAL SECURITY NUMBER(S): \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

I hereby authorize you to release any and all information necessary for the payoff and satisfaction or subordination of the above referenced mortgages to **DAYTON & KAIKIS, PC** or the authorized representative thereof.

I agree that a photostatic copy of this authorization shall be considered as effective and valid as the original.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**AUTHORIZATION**

Please be aware, Dayton & Kaikis, PC does not share any personal information, records, or the like, with any third-party unless given permission to do so. To fulfill our commitment to provide you with full service title and settlement services, we work closely with various third-party vendors involved in the property transfer transaction, including but not limited to real estate agents, lenders and mortgage brokers, and local government authorities.

I do not wish share information with the following:

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Further, I understand that Dayton & Kaikis, PC may need to gather pertinent information using my current address and social security number regarding taxes, judgments against myself or the subject property, an existing or pending mortgage or any other information required by local government bodies or by state law.

**SIGNATURES:**

By signing below, I, the undersigned, give permission to Dayton & Kaikis, PC to share relative information with all parties of this real estate settlement transaction, including but not limited to those listed above, unless explicitly stated above.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE