

# CONTACTS and SELLER'S INFO

Property Address			
Buyer(s) Name(s)			
Seller(s) Name(s)			
Contract Effective Date		Closing Date and Time	
Title/Closing Company	My Title Pro Florida Title Insurance Agency		www.mytitleprofl.com
Title/Closing Contact	Elisabeth Carcione		
Closing Contact EMail	elisabeth.carcione@mytitleprofl.com	Closing Contact Phone	Main/Fax 754-205-7828 Cell 954-242-3926
Signing Location Buyer		Signing Location Seller	



## SELLER'S INFO

	FULL LEGAL NAME (see Driv. Lic. Or Passport)	MARITAL STATUS	EMAIL ADDRESS	CELL PHONE #	ADDRESS AFTER CLOSING	WILL BE PRESENT AT CLOSING?
SELLER # 1						YES ____ NO ____
SELLER #2						YES ____ NO ____
SELLER #3						YES ____ NO ____
SELLER #4						YES ____ NO ____
	NAME	COMPANY NAME	EMAIL ADDRESS	CELL PHONE #	NOTES	WILL BE PRESENT AT CLOSING?
SELLER'S AGENT						YES ____ NO ____
TRANS CO-ORD SELLER						
ATTORNEY						YES ____ NO ____
ATTORNEY ASSISTANT						YES ____ NO ____
CONDO/HOA CONTACT #1						
CONDO/HOA CONTACT #2						
CONDO/HOA CONTACT #3						
1031 EXCHANGE						
OTHER						

## LIST of ITEMS TO BE PROVIDED TO MY TITLE PRO FLORIDA TITLE AGENCY

DOCUMENT NAME	DATE PROVIDED	
Social Security Number Seller #1		Secure a <b>TRUSTED</b> phone number to our office and <b>call your Escrow Closer</b> . It may not be safe to email this information!
Social Security Number Seller #2		
Social Security Number Seller #3		
Social Security Number Seller #4		
Please provide copy of Picture Id for Seller #1		All Picture IDs must be a valid Government Issued Picture ID such as a Driver's License, State Id or Passport
Please provide copy of Picture Id for Seller #2		
Please provide copy of Picture Id for Seller #3		
Please provide copy of Picture Id for Seller #4		
Is Seller #1 foreign individual or entity	YES _____ NO _____	<b>IF ANY SELLER IS FOREIGN PLEASE LET YOUR ESCROW CLOSER KNOW AS SOON AS POSSIBLE SO AS NOT TO CLOSING DELAYS</b>
Is Seller #2 a foreign individual or entity	YES _____ NO _____	
Is Seller #3 foreign individual or entity	YES _____ NO _____	
Is Seller #4 foreign individual or entity	YES _____ NO _____	
Latest Mortgage Loan Statement, if applicable		
Latest Line of Credit (HELOC) Statement, if applicable		
Copy of Existing Owner's Policy of Title Insurance		
Copy of Existing Land Survey		
Copy of Lease(s)		
Tenant # 1		Tenant's Name: Tenant's Cell Number: Tenant's email:
Tenant# 2		Tenant's Name: Tenant's Cell Number: Tenant's email:
Copy of Trust (if Seller is a Trust)		
If Seller is a Trust, please provide name(s) of Trustees expected to sign closing document ( See Seller # 1, #2, etc. on previous page)		
Copy of Operating Agreement (if Seller is an LLC)		
If Seller is an LLC, please provide name(s) of Manager(s)/Member(s) expected to sign closing document ( See Seller # 1, #2, etc. on previous page)		