

**REAL ESTATE CLOSING INFORMATION SHEET: Sellers Realtor**

Please complete and fax back to B. Faith Martzin, PC, 864/751.6369 (fax) as soon as possible or email to fmartzin@martzinlaw.com.

**PROPERTY** Selling: \_\_\_\_\_ TMS \_\_\_\_\_  
Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ County: \_\_\_\_\_  
Anticipated closing date: \_\_\_\_\_ Recording information: Deed Book \_\_\_\_\_ Page \_\_\_\_\_

**SURVEY** Is there a recorded survey? \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_  
Have any **repairs** been done on the house within the last 90 days or are any anticipated? \_\_\_\_\_  
If so, please describe and list repairmen: \_\_\_\_\_  
*\*\*I will need a paid receipt for all repairs.*

**REALTORS**

Seller's Agent: \_\_\_\_\_ Company: \_\_\_\_\_ Ph: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_ Other ph: \_\_\_\_\_

**Commission:** \_\_\_\_\_ % Other: \_\_\_\_\_  
Buyer's Agent: \_\_\_\_\_ Company: \_\_\_\_\_ Ph: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_ Other ph: \_\_\_\_\_

**Commission:** \_\_\_\_\_ % Other: \_\_\_\_\_

**Deposit:** Amount: \$ \_\_\_\_\_ Who is holding it? \_\_\_\_\_ Deposit will be  brought to closing or  retained.

**SELLER:** \_\_\_\_\_ SSN: \_\_\_\_\_ (Ph) \_\_\_\_\_  
**SPOUSE:** \_\_\_\_\_ SSN: \_\_\_\_\_ (Cell) \_\_\_\_\_  
Current Address: \_\_\_\_\_ (Email) \_\_\_\_\_  
Forwarding Address: \_\_\_\_\_

**EXISTING LIENS**

\*1st Mortgage: \_\_\_\_\_ ( ) \_\_\_\_\_  
\*Address: \_\_\_\_\_ Fax \_\_\_\_\_  
\*Loan Number \_\_\_\_\_ Contact \_\_\_\_\_  
Recording data: Date of lien \_\_\_\_\_ Mtg. Book \_\_\_\_\_ Page \_\_\_\_\_  
Payoff: \$ \_\_\_\_\_ Good until \_\_\_\_\_ Per diem \$ \_\_\_\_\_

\*2nd Mortgage: \_\_\_\_\_ ( ) \_\_\_\_\_  
\*Address: \_\_\_\_\_ Fax \_\_\_\_\_  
\*Loan Number \_\_\_\_\_ Contact \_\_\_\_\_  
Recording data: Date of lien \_\_\_\_\_ Mtg. Book \_\_\_\_\_ Page \_\_\_\_\_  
Payoff: \$ \_\_\_\_\_ Good until \_\_\_\_\_ Per diem \$ \_\_\_\_\_

**TERMITE LETTER:** Required by contract? \_\_\_\_\_  
Date ordered: \_\_\_\_\_ From: \_\_\_\_\_  
Date to be delivered: \_\_\_\_\_ Who ordered: \_\_\_\_\_  
Cost? \_\_\_\_\_ Has it been paid? \_\_\_\_\_  
Any repairs to be made? \_\_\_\_\_ What? \_\_\_\_\_  
Cost of repairs? \_\_\_\_\_ Who pays? \_\_\_\_\_

**HOMEOWNERS ASSOCIATION:** \_\_\_\_\_ Annual dues: \$ \_\_\_\_\_  
Contact: \_\_\_\_\_ (Email) \_\_\_\_\_

**TITLE INSURANCE:** Is there a current policy? \_\_\_\_\_ If yes, please attach a copy.

**OTHER:** \_\_\_\_\_