

Grace Title Services, LLC

Phone: 443-764-7722 ♦ Fax: 800-648-4401 ♦ www.Gracetitleservices.com

Seller/Listing Information Request

REFERENCE

FILE#:
PROPERTY ADDRESS:
SELLERS:

AGENT INFORMATION

NAME:	COMPANY:
AGENT LIC#:	BROKER LIC#:
PHONE:	EMAIL:

COMMISSION INFORMATION (Please include how your commission should be sent upon settlement)

LISTING AGENT %:	ADMIN/FLAT FEE: \$
SELLING AGENT %:	BONUS: \$

*****IF YOU WOULD LIKE YOUR COMMISSION WIRED, PLEASE ATTACH INSTRUCTIONS*****

SELLER INFORMATION

NAME:	SS#:
PHONE:	EMAIL:
NAME:	SS#:
PHONE:	EMAIL:
NAME:	SS#:
PHONE:	EMAIL:

Do the listed seller(s) name(s) match the name(s) on the property's Recorded Deed? ___ YES

If NO please provide proof of name change. (ex. Marriage Certificate or Court Order) ___ NO

Does the seller(s) name appear as listed above on their current photo ID? ___ YES

___ NO

Are the sellers a Maryland Resident? ___ YES ___ NO

Will the sellers be at closing? ___ YES ___ NO

Will the sellers need out of state closing options? ___ YES ___ NO

PAYOFF INFORMATION

1ST TRUST LENDER:	
PHONE:	ACCOUNT#:
2ND TRUST LENDER:	
PHONE:	ACCOUNT#:

HOA INFORMATION

MANAGEMENT COMPANY:			
PHONE:	DUE DATE:		
AMOUNT: \$	CIRCLE ONE:	MONTHLY	QUARTERLY

FRONT FOOT BENEFIT

COMPANY:	DUE DATE:
PHONE:	AMOUNT: \$

GROUND RENT

GROUND RENT (CO. & CONTACT INFO):	
AMOUNT: \$	DUE DATE:

WATER PROVIDER

COMPANY NAME OR PRIVATE WELL/SEPTIC:				
INCLUDED IN HOA/CONDO DUES?	CIRCLE ONE:	YES	NO	NA

HOME WARRANTY

COMPANY:			
AMOUNT: \$	PROVIDED BY?	BUYER	SELLER

SELLER'S FORWARDING INFORMATION

ADDRESS:

FUNDING:

Does the seller want proceeds wired? If so, please attach information or have them bring a voided check the day of settlement. If this transaction is a Trust, Estate or LLC the Bank Account must match the selling party.

****Please note settlements that take place after the Wire Cutoff Time of 5:30 pm (Eastern Time) will have FUNDS wired on the next Business Day (Our Bank follows the Federal Holiday Schedule)****

Please notify us immediately if there will be an assignment of funds, escrow agreement, or rent back.

Is there any additional information or requests that we should be aware of? (Ex. Property Lien's or Judgements pending, Accommodations for the seller signing, out of state signing, Divorce or Separation agreements?):

We look forward to working with you!!

Please feel free to contact our office if you have any questions
Office (443) 764-7722 Fax (800) 648-4401

Return this Completed form to: [**Carlye@Gracetitleservices.com**](mailto:Carlye@Gracetitleservices.com)