

### Seller Information Request Form

**In reference to your upcoming home sale**, we will need the following information as soon as possible. Please take a few moments to fill out this form completely and either upload it using our Secure File Sharing portal on the website, or e-mail or fax it back to the proper office depending on where you are closing.

**If you are closing in Jasper, email the form to [newfileJasper@hartmanlawfirm.com](mailto:newfileJasper@hartmanlawfirm.com).**

**If you are closing in any other Office or location, email the form to [newfile@hartmanlawfirm.com](mailto:newfile@hartmanlawfirm.com).**

**Or if a specific paralegal has already given you her address, send it directly to her using the Sharefile email she gave to you.**

**In reference to your sale of:** \_\_\_\_\_,

**PLEASE BRING YOUR DRIVER'S LICENSE OR OTHER OFFICIAL PHOTO ID TO THE CLOSING.**

Seller #1 Name	Seller #2 Name
SSN:	SSN:
Best Phone # to reach you	Best Phone # to reach you
Email:	Email:
Was this your primary residence for at least 2 of the last 5 years? (check one)      yes      no	Was this your primary residence for at least 2 of the last 5 years? (check one)      yes      no
Are you a foreign person (nonresident alien, foreign partnership, foreign estate or foreign trust)? (circle one)      yes      no	Are you a foreign person (nonresident alien, foreign partnership, foreign estate or foreign trust)? (check one)      yes      no
Will you be at the closing (check one)      yes      no	Will you be at the closing (check one)      yes      no

**If anyone checked No, that they will not be at closing**, there are two options you can choose from (1) using a Power of Attorney (Cost is \$35) **OR** (2) you will have to make arrangements to sign in front of a title company approved notary or a licensed attorney in your area. (Mailaway processing fee cost \$100). Please call our office to discuss your options.

**We will need your forwarding address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

**First Mortgage Lender Information (put n/a if you have no loan):**

Lender Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_ Phone: \_\_\_\_\_

**Second Mortgage Lender Information (put n/a if you have no 2<sup>nd</sup> mortgage or HELOC):**

Lender Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_ Phone: \_\_\_\_\_

**If you have a Home Owner's Association (HOA), please provide the contract information:**

Name of HOA: \_\_\_\_\_

HOA Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM IMMEDIATELY**

**We need all this information before we can obtain payoff and HOA information which often takes over a week to obtain!**

\* If you need to bring funds to closing, please call our firm so that I can share the GA code about funds.

**\*\* If you are going to receive proceeds from the sale, PLEASE KNOW THAT WE WILL ONLY ACCEPT THE METHOD OF PAYMENT FOR YOUR PROCEEDS AT THE CLOSING TABLE**, not via email. Please bring all information needed for us to either wire you funds or write you a check to the closing.

**Please call if you have questions.**