

SALE INFORMATION

NAME: _____

MAILING ADDRESS: _____

PREFERRED TELEPHONE NUMBERS FOR CONTACT INFORMATION (LIST ACCORDING TO PREFERENCE):

(1) _____ (2) _____ (3) _____

FAX # _____ (HUSBAND OR WIFE) DO WE HAVE TO CALL BEFORE

FAXING? _____ EMAIL ADDRESS _____

OK TO EMAIL _____ YES _____ NO

IF UNMARRIED, WHAT IS YOUR MARITAL STATUS (SINGLE NEVER MARRIED, WIDOWED, DIVORCED AND NOT SINCE REMARRIED) _____

HUSBAND SOC. SEC. #: _____ WIFE SOC. SEC. #: _____

IS PROPERTY HELD IN A TRUST? IF YES, PLEASE PROVIDE NAME, ADDRESS, PHONE # AND TRUST # OF TRUST BANK: _____

IF THIS PROPERTY IS HELD IN A TRUST, PLEASE DIRECT YOUR TRUST BANK TO PROVIDE ME WITH A CERTIFIED COPY OF THE TRUST AGREEMENT AND ALL AMENDMENTS AND ASSIGNMENTS MADE THERETO AS SOON AS POSSIBLE. IF THE PROPERTY IS IN A PERSONAL TRUST, PLEASE PROVIDE ME WITH A COMPLETE COPY OF THE TRUST AND ALL AMENDMENTS.

LENDER: (FIRST MORTGAGE) NAME: _____

LOAN #: _____ PHONE #: _____

(PLEASE CONTACT THIS OFFICE PRIOR TO MAKING ANY FURTHER LOAN PAYMENTS)

TYPE OF LOAN (CIRCLE) FHA VA CONVENTIONAL

ANY OTHER LOANS OR LIENS ON PROPERTY, INCLUDING HOME EQUITY LOANS OR LINES OF CREDIT? _____ NO _____ IF YES, THEN

NAME: _____

LOAN #: _____ PHONE: _____

NAME: _____

LOAN #: _____ PHONE: _____

NAME: _____

LOAN #: _____ PHONE: _____

IF THERE IS AN EXISTING LINE OF CREDIT, PLEASE PROVIDE ME WITH ALL UNUSED CHECKS OR ATM CARDS FOR SAID LINE OF CREDIT.

DOES THE TOTAL AMOUNT YOU OWE TO PAYOFF ALL LOANS (INCLUDING HOME EQUITY LINES OF CREDIT) EXCEED OR NEAR THE SALE PRICE ___ YES ___ NO

WHAT IS THE PROPERTY INDEX NUMBER LOCATED ON YOUR TAX BILL _____

WHO PAYS YOUR REAL ESTATE TAXES? _____
FROM ESCROW _____ WE PAY ON OUR OWN _____

PLEASE RETURN A COPY OF YOUR LAST REAL ESTATE TAX BILL WITH THIS LETTER.

ARE YOUR REAL ESTATE TAXES CURRENT ___ YES ___ NO

WE CURRENTLY HAVE THE FOLLOWING REAL ESTATE TAX EXEMPTIONS (CHECK IF APPLIES):

- ___ SENIOR CITIZENS HOMESTEAD EXEMPTION
- ___ SENIOR CITIZENS ASSESSMENT FREEZE HOMESTEAD
- ___ GENERAL HOMESTEAD EXEMPTION
- ___ ALTERNATIVE GENERAL HOMESTEAD EXEMPTION

IS YOUR PROPERTY ON WELL & SEPTIC? _____

DO YOU MAKE PAYMENTS TO A HOMEOWNER/CONDO ASSOC.? ___ IF YES, NAME OF ASSOC. AND PHONE NO.: _____

IS YOUR PROPERTY SUBJECT TO ANY PROPOSED OR CONFIRMED SPECIAL ASSESSMENTS AND/OR SPECIAL SERVICE AREA (GOVERNMENTAL OR ASSOCIATION) PRIOR TO THE DATE OF ACCEPTANCE OF THE CONTRACT? _____

DO YOU HAVE KNOWLEDGE OF ANY BOUNDARY LINE DISPUTES, EASEMENTS OR CLAIMS OF EASEMENTS NOT SHOWN BY THE PUBLIC RECORDS, ANY HAZARDOUS WASTE ON THE REAL ESTATE, OR ANY IMPROVEMENTS FOR WHICH THE REQUIRED PERMITS WERE NOT OBTAINED? _____

WERE THERE ANY IMPROVEMENTS MADE TO THE REAL ESTATE WHICH WERE NOT INCLUDED IN THE FULL DETERMINATION OF THE MOST RECENT REAL ESTATE TAX ASSESSMENT, OR WHICH ARE ELIGIBLE FOR HOME IMPROVEMENT TAX EXEMPTION?

NEW ADDRESS AFTER SALE: _____

NEW PHONE (IF KNOWN): _____

DO YOU INTEND TO BE AT THE CLOSING? _____