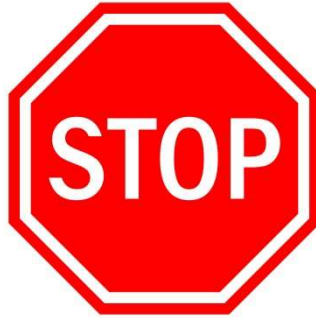




9425 Sunset Drive, Suite 124, Miami, Florida 33173
phone 305-271-0100 fax 305-726-0096 info@theclosingcompany.net



ATTENTION SELLERS!!

BE AWARE OF WIRE FRAUD

PLEASE READ THIS CAREFULLY

OUR POLICY REGARDING SELLER WIRE INSTRUCTIONS

DUE TO THE HIGH INCIDENCE OF WIRE FRAUD IN THE REAL ESTATE INDUSTRY, WE DO NOT ACCEPT SELLER WIRE INSTRUCTIONS VIA EMAIL, FAX OR FROM 3RD PARTIES. AVOID LOSSES. DO NOT SEND YOUR WIRE INSTRUCTIONS VIA EMAIL TO ANYONE.

WE ONLY ACCEPT ORIGINAL SIGNED, WITNESSED

AND NOTARIZED SELLER WIRE INSTRUCTIONS

DO NOT SEND YOUR WIRE INSTRUCTIONS TO ANYONE VIA EMAIL

I understand and agree to the above policy and hold harmless The Closing Company Inc., officers and employees from wire fraud and email compromise.

_____ Date _____

Seller(s)



9425 Sunset Drive, Suite 124, Miami, Florida 33173 p 305-271-0100 info@theclosingcompany.net

Seller Questionnaire - Individual

Complete this form and fax to 305-726-0096 or closings@theclosingcompany.net for file to be processed

IF YOU WILL BE NOT BE PHYSICALLY PRESENT AT YOUR CLOSING, PLEASE ADVISE US IMMEDIATELY!

Property address: _____ City _____ Zip _____ ☐ vacant land

Seller(s) full legal name(s) as it appears on title:

Seller #1 : _____ SS# _____ Marital status: ☐ single ☐ married D.O.B. _____

Seller #2: _____ SS# _____ Marital status: ☐ single ☐ married D.O.B. _____

Are seller #1 and #2 married to each other? ☐ yes ☐ no **Do you have a bank account in the above name(s)?** ☐ yes ☐ no

Future mailing address for seller:

Address _____

City: _____ State: _____ Zip: _____

Phone _____ Email: _____

Please attach copy of: ☐ Seller(s) driver license/passport ☐ Owners title insurance policy ☐ Prior survey ☐ Loan statements

1. Is there a tenant occupying the property? ☐ yes ☐ no If YES, please attached a copy of the full lease.

2. Is this property your primary residence/homestead property of the seller(s)? ☐ yes ☐ no

If NO, what is the physical address of your primary residence: _____

Are all of the sellers US Citizens/US Residents? ☐ yes ☐ no If NO, citizens of what country _____

Foreign national seller alert: We are required by the Internal Revenue Service FIRPTA to withhold 15% of the sales price unless a withholding certificate is obtained by closing date. Please consult a CPA for more information.

3. Will the sellers be physically present at our office for the closing? ☐ yes ☐ no If no, where will they be _____

4. Will the sellers be outside the country at the time of the closing? ☐ yes ☐ no If yes, what country _____

5. If YES, do sellers have access to US embassy/consulate: ☐ yes ☐ no

Power of Attorney Alert: Due to high fraud and forgery, we do not accept Power of Attorney signings for deeds. No exceptions.

Listing agent: ☐ N/A no realtors are involved

Agent name _____ phone _____ email _____

Condo Association/HOA If no Condo HOA exists please check here ☐ HOA/ Condo Association exists

If there a condo/HOA Association? ☐ yes ☐ no. If yes, how many associations are there? ☐ 1 ☐ 2 ☐ 3

Is condo approval required? ☐ yes ☐ no Do you pay condo fees every month. quarter/year? ☐ yes ☐ no

Parking space #(s) _____ Storage space # _____ Dock space # _____ PLEASE WRITE "N/A" if "not applicable".

Are there ANY active, pending or "under discussion" special assessments in progress for the condo/HOA? ☐ yes ☐ no

Association name(s) _____ Phone/email _____

Sellers are required to provide buyers a CONDO/HOA estoppel to disclose accounting /condo information. You will be required to prepay this condo estoppel fee via credit card. Fees vary buy condo association.

Who will be preparing your seller documents? () The Closing Company, Inc. () Seller designated attorny

Seller's Attorney or Title Company name: _____

Contact: _____ Ph: _____ Email: _____

1st OPEN MORTGAGE/EQUITY LINE

Lender: _____

Phone: _____

Loan #: _____

Estimated balance:\$ _____

2nd OPEN MORTGAGE/EQUITY LINE

☐ there are no existing mortgages

Lender: _____

Phone: _____

Loan #: _____

Estimated balance: \$ _____

I would like my seller proceeds via: ☐ escrow check ☐ wire transfer (\$60 fee) **PICKUP:** ☐ hold at office ☐ Fedex (\$25)

Cancellation Policy: Buyer and Seller acknowledge that Closing Agent may incur certain 3rd party costs while processing this transaction which must be paid prior to Closing. Closing Agent is authorized and instructed to release funds for payment of such costs from funds deposited into Escrow by Buyer if the file cancels for any reason. Such funds are non-refundable, and Closing Agent is released from any liability for payment of any such funds pre-released through the Escrow. Closing Agent is authorized to charge the appropriate party for costs incurred, or credit the appropriate party for credits, as applicable at Closing or upon termination of this Agreement. With the exception of a loan denial or force majeure, if the buyer or seller cancels this transaction or switches title companies without cause, the client agrees to pay The Closing Company, Inc. liquidated damages of \$1,000.

Seller signature(s): _____ date _____

FOR PROPERTIES WITH OPEN MORTGAGE(S) /EQUITY LINES ONLY (ONE PER OPEN MORTGAGE/EQUITY LINE):

Attn: DEMAND/PAYOFF DEPARTMENT

To: _____

Lender name: _____

Via _____

Authorization to Release Payoff Information

Borrower name(s): _____

Property Address: _____

Lender name: _____

Loan# _____

Borrower social security number: _____

Estimated loan balance : \$ _____

The Closing Company, Inc file#: _____ (TCC to complete)

I, _____, hereby authorize you to release payoff information to any authorized representative of The Closing Company, Inc. in order to close this transaction. Please send payoff good for 30 days from the request date. Please send to closings@theclosingcompany.net or fax to 305-726-0096.

Borrower signature(s)

Print name

Date