



SELLER INFORMATION SHEET

We need the following information from you for federal and state reporting requirements, to obtain bank payoffs and for clearing title matters in preparation of your upcoming settlement. Please note that additional fees will apply if legal time is needed to review corporate entity documents, trust documents, estate documentation, power of attorney or to clear unreleased liens on title.

Property Address: _____

1. Property Owner #1: _____
SSN: _____-_____-_____
Citizen of the United States: ____ Yes ____ No
Resident of the State of _____
Email/Phone: _____

2. Property Owner #2: _____
SSN: _____-_____-_____
Citizen of the United States: ____ Yes ____ No
Resident of the State of _____
Email/Phone: _____

3. Mortgage Information:
a) First Mortgage: _____
Loan # _____ Phone # _____
b) Second Mortgage/Home Equity Line (even if not used):
Loan # _____ Phone # _____
c) If there is no mortgage on the property, congratulations! For title purposes, please provide the date the last loan on the property was paid in full: _____.

This authorizes Settlement Ink to obtain mortgage payoff information and or other information on my behalf to process the sale of my property.

Sellers Signature

Sellers Signature

COMPLETE PAGE 2 BELOW



4. What is the relationship between Sellers? _____
5. If sellers are married are taxes filed jointly? ____ Yes ____ No
6. Is title to the property held in trust? ____ Yes ____
If YES, please provide a copy of trust)
7. Is any party presently on title deceased? ____ Yes ____ No
(If YES, please provide a death certificate)
8. Seller represents the property is owner occupied or has not had tenants for 12 months prior to the date of the contract of sale. ____ Yes ____ No
9. Your new address: _____
10. Home Owners/Condo Association: _____
or ____ Not applicable
Contact: _____ Phone # _____
11. Private Utility Companies are a rare situation for the private assessment for water and sewer lines that applies only to properties in Maryland. ____ Not Applicable or
Company Name: _____ Annual Amount: \$ _____

Please return completed form by FAX: 301-907-8200 or by email to info@settlementink.com.