



# Seller Information Sheet

Subject Property Address: \_\_\_\_\_

Is this your Primary Residence?  YES  NO

Does this closing involve an LLC, Estate or a Trust?  YES  NO

**Please Note:** If there is an Estate, Trust or LLC involved in this transaction, we will need a copy of the Operating agreement, Estate File or the Trust itself returned with this information sheet. If an LLC please put the representatives name and capacity in the second row of "seller's legal name"

Seller's Legal Name: \_\_\_\_\_ EIN/SSN: \_\_\_\_\_

Marital Status:  Single  Married  Separated  Divorced  Widowed

Seller's Legal Name: \_\_\_\_\_ EIN/SSN: \_\_\_\_\_

Marital Status:  Single  Married  Separated  Divorced  Widowed

Entity Representative Name: \_\_\_\_\_ Capacity: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Complete Forwarding Address: \_\_\_\_\_

**Please Note:** A forwarding address is required for us to complete the Seller Document drafting process. If this section is left blank, we will not accept this form.

Are you recently divorced? (If yes, please provide your Separation Agreement and Divorce Decree)  YES  NO

Is there an open probate/estate case? (If yes, please provide attorney information)  YES  NO

Probate Attorney Name: \_\_\_\_\_ Number: \_\_\_\_\_

Is the property occupied by tenants? (If yes, please provide a copy of the lease/ ledger)  YES  NO

Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

### Homeowners Association & Utilities

**HOA**  
Name: \_\_\_\_\_  
Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Water Company**  
Name: \_\_\_\_\_  
Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

## Total Title Services, LLC

10400 Blacklick Eastern Rd, Suite 110, Pickerington OH 43147

Phone: 614-866-9966 | Fax: 614-448-4886 | Email: [Orders@TotalTitle.us](mailto:Orders@TotalTitle.us)

# Seller Information Sheet

Will the Seller(s) be signing documents within our firm?

YES  NO

Seller Document appointments are scheduled before the closing date, as buyers and sellers do not sign their documents together. If you will not be signing in our firm, please let us know as soon as possible.

Will our office be preparing the Seller's Deed Documents?

YES  NO

If we are NOT preparing the Seller's Deed Documents, who is the attorney that will be preparing them so that we can review the documents and coordinate the delivery of them?

Attorney: \_\_\_\_\_

Email: \_\_\_\_\_

Will you require a Power of Attorney for this transaction?

YES  NO

Please Note: If you are unable to sign the documents and will be utilizing a Power of Attorney to sign the deed transfer paperwork, please contact us immediately to let us know who is signing. This must be approved by the title company well in advance, so we need to know this information as soon as possible.

**How will you be signing your Seller Deed Documents?**

**Signing in person.** *(This means you will be attending an appointment within our office where you will sign your documents with a notary. You will need to call and make an appointment for this, and we recommend signing them around a week before the closing date.)*

**Remote Notary (If permitted by county recorder).** *(Our office will engage a bonded and insured notary experienced in signing closing documents to meet with you at a preferred address on a date and at a time convenient to you. The mobile notary will print the documents, sign with you, and overnight them back to our office. We recommend signing these around a week before the closing date so that the documents have time to be returned to our office, as we are unable to record without the documents.)*

**How will your closing proceeds be delivered?**

Note that closing proceeds will be disbursed once all required documents have been fully executed and funding approval has been received. Our office will notify you as soon as funding is complete and proceeds are being released. Someone from our office will reach out when we have recorded and when proceeds will be disbursed.

- In-Office Check Pickup.
- Standard USPS Mail. (No cost – May take 3-5 business days to arrive. Delays possible.)
- Overnight Check. (Will be sent to the forwarding address listed above. Tracking included.)
- Wire Funds. (In order to receive a wire, the Disbursement Form that will be included in your Seller Documents must be completed.)

Please Note: When requesting a check for your proceeds, please understand that your bank may have a delay on depositing the proceeds into your account. Every bank has a different policy regarding check deposits that we cannot speak to or advise on, so please check with your bank before making your final proceeds decision. If funds are needed more urgently or immediately for a closing, we recommend the wire transfer option.

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# Authorization to Release Information Form

Subject Property Address: \_\_\_\_\_

**First Mortgage/Lender Information**

**Second Mortgage/HELOC/Lender Information**

Lender #1: \_\_\_\_\_

Lender #2: \_\_\_\_\_

Loan #1: \_\_\_\_\_

Loan #2: \_\_\_\_\_

To whom it may concern,

I/We authorize the individuals and/or institutions named above to provide Total Title Services, LLC and its agents any and all information and documentation requested in order to assist Total Title Services, LLC in obtaining loan and payoff information for loans that I owe to said lender(s). Such information shall include, but is not limited to, account balance, payment information, verbal and written payoff information, information regarding the satisfaction and release of any lien of record, pending foreclosure, bankruptcy proceedings, or short sale negotiations. Total Title Services, LLC is authorized to request that an open ended or equity line of credit account be blocked and closed. This form is the official request for a payoff statement to be immediately provided to the requesting agent at Total Title Services, LLC and is a notice to block and freeze any open accounts.

I/We understand that the lender may charge a fee to my account for a faxed, written payoff statement. I understand that once the payoff is ordered, the lender may freeze and/or close my account and further draws on funds may no longer be available.

**Payoff Figures to be Good through:** \_\_\_\_\_

**Fax Number for Payoff Figures:** 614-448-4886 | **Email for Payoff Figures:** [Orders@TotalTitle.us](mailto:Orders@TotalTitle.us)

**Please Note: A copy of this authorization form may be accepted as an original**

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
First Borrower's Signature

\_\_\_\_\_  
Second Borrower's Signature

\_\_\_\_\_  
First Borrower's Printed Name

\_\_\_\_\_  
Second Borrower's Printed Name

\_\_\_\_\_  
First Borrower's SSN/TAX ID

\_\_\_\_\_  
Second Borrower's SSN/ TAX ID

\_\_\_\_\_  
First Borrower's DOB

\_\_\_\_\_  
Second Borrower's DOB

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