

Fleischer Law Office, PLLC
Seller's Checklist and Disbursement Authorization

Please Fax information Back to **828-394-4207** or e-mail to paralegal@jrfattorney.com

DATE: ____/____/____

Buyer's Name: _____

CLOSING DATE: ____/____/____

We would appreciate your assisting us in gathering the seller's information as follows and faxing back to our office ASAP. Once requested, dues information, as well as some payoff statements for mortgages, can take as long as 10 days to receive.

Property Address: _____

City: _____ State: _____ Zip: _____

SELLER'S FULL NAME: _____

Please circle: Married / Single / Divorce / Separated / Widowed

SSN: _____ - _____ - _____ Phone: _____ Email: _____

If married, SPOUSE'S FULL NAME: _____

Sellers Forwarding Address: _____

City: _____ State: _____ Zip: _____

MUST INCLUDE ALL MORTGAGES, EQUITY LINES, TAX SMART LOANS, ETC...EVEN IF THERE IS A ZERO BALANCE.

1ST Mortgage: _____ Phone: _____

Loan number: _____

The last payment I intend to make on this account will be made on this date: _____

2nd Mortgage: _____ Phone: _____

Loan number: _____

The last payment I intend to make on this account will be made on this date: _____

Equity-Line: _____ Phone: _____

Loan number: _____

The last payment I intend to make on this account will be made on this date: _____

NOTE: NO DRAWS/ADVANCES should be taken after giving us the payoff information. An additional fee will be charged if a payoff is made for an incorrect amount due to a "draw".

If applicable, Name of Homeowners Association: _____

Contact Representative: _____ Phone: () - _____

By signing below, I grant permission for Fleischer Law Office to: share information pertaining to this closing with my realtor, order HOA dues, order Mortgage payoffs and **to freeze and close equity lines of credit.**

_____	_____
Seller Signature	Spouse's Signature
_____	_____
Print Name	Print Name
_____	_____
Date	Date

Will the Sellers attend closing? Yes No

Would you like us to prepare the deed and other seller documents? Yes No

If husband and/or wife will not be attending, please contact our office immediately by emailing paralegal@jrfattorney.com. Both parties must sign deed. If sellers are to sign early, they must call and make arrangements to come in early! Our office number is (828) 855-2075

Total commission of Real Estate Agents: _____% Total / Split into: % Listing _____% Selling _____

Does the seller have a **prior survey** that we may use with a survey affidavit if no improvements have been made? Yes No

Does the seller have a copy of their **title insurance policy** that they can provide to us? Yes No

Any additional charges to be collected or special instructions regarding the Deed, proceeds, etc....? Please fax all invoices ASAP prior to closing!

FLEISCHER LAW OFFICE, PLLC
Seller's Proceeds Directive

It is our goal to make the net proceeds available as soon as possible following closing. However, North Carolina law and State Bar ethics rules expressly prohibit disbursing prior to: (1) receiving authorization from the buyer's lender, (2) updating the title search and (3) recording at the local register of deeds office.

*****All seller's must complete this form to receive proceed funds. This form must be signed by each seller. If you are choosing that we wire the funds to your account, this form must be notarized and sent to us with a visible notary seal and signature. No proceed checks will be sent by standard mail! ******

Please check the appropriate box below indicating how the proceeds should be directed:

In person pick-up at Fleischer Law Office:

- I will pick-up the check in person. I understand I will be required to show photo ID to receive the proceeds. (No additional charge)
- I authorize _____ to pick-up the check in person. I understand the recipient will be required to show photo ID to receive the proceeds. (No additional charge)

FedEx:

- I request the check be overnighted to the following address (\$35.00 additional charge):

Wire (\$50.00 additional fee):

- I request all proceeds be wired to the account indicated below. I understand THIS OFFICE WILL NOT ACCEPT CHANGES TO WIRING INSTRUCTIONS and any request to change instructions will be assumed to be fraudulent requiring the issuance of a check. This office will not send wires outside the United States. If this directive is not signed in the presence of a FLEISCHER LAW OFFICE, PLLC employee, I understand I will be contacted via a previously provided telephone number to verify wiring instructions and funds will not be transmitted until telephone verification is completed.

Bank ABA Number:	
Bank Account Number:	
Bank Name:	
Bank Location (City and State):	
Beneficiary Name:	
Beneficiary Address:	

Sellers:

_____ (Seller Signature)

_____ (Seller Signature)

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this day by _____ (name of principal).

Date: _____

My commission expires: _____

Notary's printed Name: _____