

THE LAW OFFICES OF
WOOD & WOOD, LLP
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INFORMATION REQUEST FOR SELLER

DATE: _____

TO: _____ FAX NO: _____

FROM: Precloser
RE: Property: _____

Seller: _____

Buyer: _____

THANK YOU FOR CHOOSING WOOD & WOOD, LLP FOR YOUR CLOSING. Your Title Order Request was received on _____. Tax reports and title exams are completed within 72 business hours of receipt of title requests. The closing has been scheduled for _____.

THE FOLLOWING INFORMATION SHOULD BE FORWARDED TO ME BY RETURN FAX AT (678) 509-1192 OR EMAIL AT DAVIDWOOD@WOODANDWOODLLP.COM

1. PRESENT LOAN INFORMATION:

NAME OF 1ST MORTGAGE COMPANY: _____
LOAN NUMBER: _____
LENDER'S TELEPHONE NUMBER: _____

NAME OF 2ND MORTGAGE COMPANY: _____
LOAN NUMBER: _____
LENDER'S TELEPHONE NUMBER: _____

2. TERMITE LETTER INFORMATION:

NAME OF TERMITE COMPANY: _____
CHARGE (IF ANY) : \$ _____
TO BE PAID AT _____ OUTSIDE _____ CLOSING.

3. FORWARDING ADDRESS OF SELLER (S)

STREET ADDRESS: _____
CITY _____ STATE _____ ZIP _____

4. SOCIAL SECURITY NUMBER FOR SELLER (REQUIRED FOR 1099'S FILING)

_____-_____-_____
Name

_____-_____-_____
Name

5. PHONE NUMBER(S) FOR SELLERS:

() _____-_____-_____ WORK () _____-_____-_____ HOME

() _____-_____-_____ WORK () _____-_____-_____ HOME

6. HOMEOWNERS ASSOCIATION INFORMATION

ASSOCIATION NAME: _____

TELEPHONE NUMBER: _____

7. ARE THERE ANY SPECIAL SITUATIONS THAT WE WILL NEED TO KNOW

ABOUT? (DIVORCE, PROBATE, POWER OF ATTORNEY, ETC)

IF YES PLEASE EXPLAIN: _____