



MCDUFFY LAW FIRM, PLLC

A. SCOTT MCDUFFY
ATTORNEY AT LAW

OFFICE@MCDUFFYLAW.COM
WWW.MCDUFFYLAW.COM

317 BANNER FARM ROAD, SUITE A
MILLS RIVER, NC 28759

PHONE
828.674.4802

SELLER INFORMATION SHEET

Please complete this questionnaire as completely and accurately as you can. All information that you provide will be held in strict confidence. Please use additional sheets, if necessary.

Today's Date: _____

Your Full Legal Name (as it appears on your Drivers License): _____

Current Street Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Street Address of Property Being Sold: _____

City: _____ County: _____ State: _____ Zip Code: _____

Marital status: ___Married ___Single Last 4 of Social Security Number _____

Spouse full legal name: _____

Last 4 of Social Security (spouse): _____

Phone: Home (____) _____ - _____ Cell (____) _____ - _____ Work (____) _____ - _____

Email Address: _____

By providing my email address I authorize that the McDuffy Law Firm, PLLC may send me emails concerning my case.

Is the property being transferred your primary residence? ___Yes ___No

Is the seller using a POA (power of attorney)? ___No ___Yes (If yes; seller must provide attorney a copy of the recorded POA if the POA is not recorded there is a \$26 fee to record and a \$100 fee to prepare a POA)

Is the property part of a Trust, LLC or Corporation? ___No ___Yes (if yes seller must provide a full copy of trust document or a Corporate Resolution with proof of good standing. Document preparation fee of \$100 and Recording fee of \$26 may be applied at closing).

Does the property have a mortgage or deed of trust? ___No___Yes (if yes complete loan information on next page).

Mortgage/bank contact information: _____

Loan Number(s): _____

Do you authorize our office to obtain loan information from your lender including but not limited to a payoff statement? Yes No

Will the seller be attending closing? Yes No; If no, where will your documents be sent? (UPS mailing fee will be collected at closing)

If you are unable to attend closing and a limited power of attorney is needed to be signed, who do you authorize to sign documents?

Realtor Attorney Scott McDuffy Other: _____

Will the McDuffy Law Firm, PLLC be preparing your seller documents? Yes No If not, which attorney will be representing you? _____

Do you have a current survey?: No Yes; If yes, has it been recorded _____

Is the property governed by a Home Owners Association? No Yes; If yes please provide contact information (**ie: Company name, phone number, email, fees etc...**)

Who will provide keys to the closing attorney? Seller Realtor other: _____

PLEASE ACKNOWLEDGE THE FOLLOWING IMPORTANT STATEMENTS & SIGN BELOW:

I have completed this form as fully and accurately as possible and have not knowingly provided any false statements.

Signature

Date