

NCTE File #:

SELLER INFO REQUEST FORM

Prior to closing, please provide the following information

- **HOMEOWNER INFORMATION**

_____	_____
Day phone	Day phone
_____	_____
Evening phone	Evening phone
_____	_____
Cell phone	Cell phone
_____	_____
Fax	Fax
_____	_____
Email	Email

This Property is my/our:

Principal Residence Investment Property Second Home

Forwarding address:

- **CURRENT MORTGAGE LENDER and/or HOME EQUITY LINE OF CREDIT INFORMATION**

(please include Line-of-Credit accounts, even if they have a zero balance)

Name: _____

Account No.: _____

Phone: _____

Name: _____

Account No.: _____

Phone: _____

If you have a Home Equity Line of Credit, please do not write checks on that account for 3 weeks prior to settlement.

NCTE File #:

- **CONDOMINIUM/COOP/HOMEOWNERS ASSOC. or MANAGEMENT COMPANY INFORMATION**

Name: _____

Address: _____

Phone: _____

Website: _____

- **ESTATE INFORMATION (owner deceased)**

Contact information for attorney who handled probate of the estate:

Name: _____ Phone: _____

Copy of Death Certificate

Copy of the Last Will & Testament

Copy of the Letters of Administration (MD & DC) or Certificate of Qualification (VA)

Proof of Publication for Creditors

Proof of Payment of Estate and/or Inheritance Taxes (if applicable)

Other: _____

- **GROUND RENT OWNER INFORMATION (Leasehold Properties):**

Name: _____ Phone: _____

Address: _____

- **TENANT-OCCUPIED PROPERTY**

Proof of compliance with the Rental Accommodations Act (DC only)

Tenant lease(s) for assignment to purchaser(s)

Amount of monthly rent(s) \$ _____; Paid-through date _____

Amount of security deposit(s) \$ _____ (plus interest)

- **PRIVATE FRONT FOOT BENEFIT/WATER and/or SEWER UTILITY CHARGES, if any:**

Name: _____ Phone: _____

Account No.: _____ Annual Charge: \$ _____

- **CORPORATION, PARTNERSHIP, TRUST OR LIMITED LIABILITY COMPANY OWNERSHIP**

- Copy of Articles of Incorporation (corporation) or Organization (LLC)
 - Certificate of Good Standing (issued within 4 months of settlement date)
 - Resolution authorizing sale and appointing officer/member to execute closing documents
 - Copy of Partnership Agreement (partnerships) or Operating Agreement (LLC)
 - Copy of Trust Agreement or an Abstract thereof
 - Other:
-

PLEASE COMPLETE AND RETURN BY FAX OR EMAIL AS SOON AS POSSIBLE

fax (301) 948-1777 or

Email to Teresa and Sandy

tberbes@natcaptitle.com & skanner@natcaptitle.com

PROCEEDS DISBURSEMENT INSTRUCTIONS

NCTE File #:

Date:

Property Address:

You are requested by the undersigned to disburse my/our proceeds the day of settlement for MD & DC properties and the day following your receipt of proof of first priority recordation of the new deed and/or deed of trust in VA, if any, receipt of all closing funds, and completion of all contract prerequisites:

_____ I will pick up an escrow check *on the date of funding*. Please issue an escrow check payable to: _____

_____ Please issue an escrow check payable to: _____
and send it to: _____ at the following address: _____

_____ and phone _____.

_____ Please initiate a wire from the escrow (next business day) (A WIRE WILL ONLY BE PROCESSED FOR PROCEEDS THAT EXCEED \$100,000, AND A WIRE TRANSFER FEE IN THE AMOUNT OF \$35.00 WILL BE DEDUCTED FOR EACH WIRE):

[ATTACH VOIDED CHECK or DEPOSIT SLIP HERE]

Name & address of receiving bank: _____

ABA Number: _____

EXACT name on account to be credited: _____

Account number: _____

For further credit to: _____

Wires are sent one business day after settlement in MD and DC and on the day of recordation in VA, NOT closing. We make no representations concerning your bank's wire procedures; WE DO NOT SEND INTERNATIONAL WIRES.

_____ [Signature] _____ [Signature]

Email address to send confirmation of wire transfer: _____

Seller Settlement Checklist

- **INABILITY TO ATTEND SETTLEMENT (POWER OF ATTORNEY)**
If any owner cannot be present at settlement to execute the Deed and other documents, special arrangements must be made prior to closing. A Power of Attorney may be used to transfer title. Specific language and form are required. If you have in your possession a Power of Attorney for a party that will not attend settlement, the original must be provided at settlement for recording in the public land records and a copy must be provided for review prior to settlement to ensure it meets all statutory requirements.

- **PLEASE BRING THE FOLLOWING DOCUMENTATION TO SETTLEMENT**
 1. Photo identification (Driver's License or Passport: must be a form of state or federal government-issued photo identification)
 2. Final water meter reading if applicable.
 3. Other: _____