

**THE WOOD LAW FIRM, P.A.**

2700 COLTSGATE ROAD, SUITE 203  
CHARLOTTE, NORTH CAROLINA 28211

E-MAIL: [ASWOOD@WOODLAWNC.COM](mailto:ASWOOD@WOODLAWNC.COM) OR [LSHIPLEY@WOODLAWNC.COM](mailto:LSHIPLEY@WOODLAWNC.COM)

TELEPHONE (704) 365-1046  
\_\_\_\_\_

FACSIMILE (704) 365-1047  
\_\_\_\_\_

***SELLER'S CLOSING INFORMATION SHEET***

**Seller's Agent:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Closing Date:** \_\_\_\_\_ **Closing Time:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_

---

***SELLER'S INFORMATION***

SELLERS' NAMES: \_\_\_\_\_

CONTACT NUMBERS: \_\_\_\_\_

SELLERS' FORWARDING ADDRESS: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SELLERS' SOCIAL SECURITY #'s. His: \_\_\_\_\_ Hers: \_\_\_\_\_

This property I am selling was: \_\_\_\_\_ my primary residence, or \_\_\_\_\_ not my primary residence.

TITLE INSURANCE COMPANY USED WHEN SELLER BOUGHT PROPERTY: \_\_\_\_\_

---

***EXISTING LOANS***

1<sup>st</sup> Mortgage Company: \_\_\_\_\_

Phone # \_\_\_\_\_ Loan # \_\_\_\_\_

2<sup>nd</sup> Mortgage Company: \_\_\_\_\_

Phone # \_\_\_\_\_ Loan # \_\_\_\_\_

If either loan is an Equity Line, Seller MUST IMMEDIATELY request Lender to block or freeze the account.

***NOTE: If the seller has an FHA payoff you must notify our office immediately in order to schedule accordingly. Our office will not be responsible for any accrued interest which results from the failure to close and disburse before the first of the month. IT IS THE SELLER'S RESPONSIBILITY TO NOTIFY ALL PARTIES WELL IN ADVANCE OF CLOSING THAT THEIR LOAN IS FHA.***

---

**DEED PREPARATION**

ARE WE TO PREPARE THE DEED?

YES \_\_\_\_\_ NO \_\_\_\_\_

If we are not preparing the documents, the Attorney preparing them is: \_\_\_\_\_

There will be a \$150 coordination fee charged for our office to correspond with and work with your attorney of choice to exchange information, and if necessary, order payoffs and obtain an HOA certification, among other things.

WILL SELLER BE PRESENT AT CLOSING?

YES \_\_\_\_ NO \_\_\_\_\_

If Seller does not attend Closing and wishes to close at a different date and/or time, a fee of \$125.00 will be charged to Seller for this accommodation. If Seller does not attend Closing and a power-of-attorney is required, the charge for the preparation of a limited specific power-of-attorney is \$150.00 and the recording charge is \$26.00.

OVERNIGHT DELIVERY AND HANDLING OF PAYOFFS: The fee of \$35.00 will be charged for each overnight service.

---

**MISCELLANEOUS INFORMATION**

1. REPAIRS: Written invoices for all repairs to be collected on closing disclosure must be provided prior to Closing.
  
2. HOMEOWNERS ASSOCIATION DUES: *Without this information we may be unable to pro-rate the proper amount.*
  - (A) Management Company or Contact Person: \_\_\_\_\_
  - (B) Phone Number: \_\_\_\_\_ E-mail or Website: \_\_\_\_\_
  - (C) Payment Frequency    Monthly       Quarterly       Semi-Annual       Annual
  - (D) Are the dues current: \_\_\_\_ Yes    \_\_\_\_ No
  - (E) Date last paid: \_\_\_\_\_
  - (F) Amount paid: \_\_\_\_\_
  - (G) List any special assessments: \_\_\_\_\_
  
3. HOME WARRANTY:
  - (A) Company: \_\_\_\_\_
  - (B) Who is paying: \_\_\_\_\_
  - (C) Amount: \_\_\_\_\_
  
4. TOTAL COMMISSION: \_\_\_\_\_ Buyer's Agent %: \_\_\_\_\_ Seller's Agent% \_\_\_\_\_
  
5. **PLEASE NOTE:** Due the increase of wire fraud, we will no longer wire seller proceeds.

---

***LIMITED AUTHORIZATION TO DISCLOSE TRANSACTION INFORMATION***

---

Seller hereby authorizes The Wood Law Firm, P.A. to disclose all information, including non-public private information, related to the purchase, sale and/or financing of this transaction. This authorization includes specific permission to release either party's Closing Disclosure; ALTA Settlement Statement; HUD-1 Settlement Statement; loan documents and other non-public confidential information, to the Buyer's lender, the real estate agent(s), or any party The Wood Law Firm, P.A. deems will use such documentation to clarify or remedy an accounting or title matter.

---

**NOTICE:**

THE ENGAGEMENT LETTER AND THE PAYOFF AUTHORIZATION ATTACHED HERETO SHOULD BE SIGNED AND RETURNED BY THE SELLER AS SOON AS POSSIBLE. FAILURE TO RETURN THE EXECUTED FORMS MAY RESULT IN A DELAY IN CLOSING. THE FORMS MAY BE FAXED TO 704-365-1047 OR EMAILED TO LSHIPLEY@WOODLAWNC.COM.

**SELLERS:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**PAYOFF AUTHORIZATION**

The undersigned hereby authorize The Wood Law Firm, P.A. and its employees to obtain payoff information on any liens regarding my sale of the property referenced hereinabove including signing on my behalf a request to my lender for a written loan payoff statement.

In the event you have any equity line loan against the property being sold, the undersigned sellers agree that upon signing below, sellers agree to the freezing of this equity line loan and agree to discontinue any use of this equity line.

Undersigned hereby direct the following to any equity line lienholder:

Please be advised that this letter authorizes you to freeze the referenced credit line upon issuance of your payoff statement demand. If you require further authorization, please contact the undersigned immediately. **Payment pursuant to your payoff statement (demand) will eliminate any security interest you have in the property in question.** In order to avoid unsecured additional advances the account must be frozen upon issuance of your payoff demand. If you make any additional advances they will not be secured by the subject property. We will be completing an escrow/closing transaction involving a new owner or lender in reliance on the release of your security interest in the property. Upon payment you will be obligated to issue a release of the deed to secure debt securing the line of credit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

**SELLERS:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**