



FILE # _____

PROPERTY ADDRESS: _____

SELLER INFORMATION SHEET

Dear Property Owner,

Thank you for choosing Performance Title, Inc. as your title insurance and closing agent. Please complete the information below regarding the sale of your home to help us expedite the processing of your transaction. If you have any questions or concerns regarding the completion of the form, please do not hesitate to contact our office. We appreciate your business!

****PLEASE COMPLETE AND RETURN THIS FORM PROMPTLY VIA E-MAIL TO PROCESSING@PERFORMTITLE.COM OR BY FAX TO (954)748-4891 ****

1. SELLER INFORMATION:

SELLER #1

Name: _____ Male _____ Female _____

Phone: _____ E-mail: _____

Are you a U.S. Citizen? Y / N (circle one) Your Social Security # / EIN # _____

Marital Status: () Single () Married () Divorced () Widowed

If married, please provide your spouse's name for homestead purposes _____

Is this property your primary residence? Y / N (circle one) Is there a tenant on the property? Y / N (circle one)

****If the property is tenant occupied, please provide a FULL copy of the Lease Agreement and the Tenant Estoppel Letter.*

Forwarding address after closing: _____

SELLER #2

Name: _____ Male _____ Female _____

Phone: _____ E-mail: _____

Are you a U.S. Citizen? Y / N (circle one) Your Social Security # / EIN # _____

Marital Status: () Single () Married () Divorced () Widowed

If you are married, please provide your spouse's name for homestead purposes _____

Is this property your primary residence? Y / N (circle one) Is there a tenant on the property? Y / N (circle one)

Forwarding address after closing: _____



2. PLEASE SEND US A COPY OF A VALID ID FOR ALL SELLERS

3. OWNER’S TITLE POLICY:

The owner’s title policy was provided to you with your Deed after you closed on your home. We may need it to clear title or to fulfill the purchase contract requirements for this sale.

The Owner’s Title Policy is attached
 I do not have the Owner’s Title Policy

4. REALTOR INFORMATION:

Name: _____ Agency Name: _____

Phone: _____ E-Mail: _____

5. CURRENT MORTGAGE INFORMATION:

1st Mortgage

2nd Mortgage/Equity Line

Lender Name: _____

Lender Name: _____

Loan #: _____

Loan #: _____

Contact Phone: _____

Contact Phone: _____

6. HOMEOWNER’S ASSOCIATION INFORMATION:

N/A (check here if there is no HOA)

Name of Association: _____ Account #: _____

Contact Name: _____ Phone: _____

Name of Mgmt. Company (if applicable): _____ Account #: _____

Contact Name: _____ Phone: _____

7. MISCELLANOUS INFORMATION:

I WOULD LIKE THE PROCEEDS FROM THIS SALE BY CHECK WIRE

PROPERTY IS HELD IN A TRUST (We do not require the entire trust. We will only need the 1st page of the trust for the name, the page that shows the powers of the trust and the signature page of the trust.)

THERE HAS BEEN A DEATH OF AN OWNER SINCE TAKING TITLE (Please attach a copy of the death certificate. An original may be needed at closing for recording.)



____ I WILL NOT ATTEND THE CLOSING IN YOUR OFFICE (Please note that additional charges may apply)

____ ATTORNEY INFO, if applicable, or any additional information that you feel we should be aware of:



SELLER(S) AUTHORIZATION

Date: _____

Property Address: _____

I/We, _____, with this letter authorize **PERFORMANCE TITLE, INC.** to obtain mortgage/creditor information including payoff amounts on my behalf and authorize them to discuss any matters regarding my mortgage or any liens on the below referenced property until further notice is given.

I/We also authorize the settlement agent to review my documents that may contain non-public personal information with parties related to my transaction, including but not limited to real estate broker/agents; seller(s); seller's attorney or person representative(s); loan officers; title agency personnel; my personal representative(s).

Furthermore, I/We hereby authorize the Company to distribute a copy of my/our ALTA Settlement Statement to real estate professionals involved in this transaction and my attorney (if applicable)

It is understood that a signed copy of this form shall serve as my authorization.

Seller Signature

Print Name

Seller Signature

Seller Signature

Seller Signature

Print Name

Seller Signature

Print Name

IMPORTANT INFORMATION ABOUT YOUR CLOSING

- Once we obtain your contract, we will order the searches needed to issue clear title to your buyer. Once we receive these searches, they will be reviewed, and we will contact you if we need your assistance with clearing title. Once we are ready to close, we will contact you to arrange your closing.
- If you elect to have a wire sent to you for your proceeds, you should contact your bank to confirm wiring instructions and have the information ready to provide to us at your closing.
- If you are a married person and the property being sold was your primary residence, your spouse will need to join in the execution of the deed, even if the deed is in your name alone and the property was titled only in your name alone—this is due to the Homestead requirements in the Florida Constitution. This is true even if you are “legally separated” from your spouse.
- If the property has water payments due, we will collect any monies due at closing plus an additional water bill holdback to ensure that the final water bill is paid. Once the final water bill is paid and proof is provided to us, we will refund the water bill holdback to you.
- You should NOT stop making regularly scheduled monthly payments such as your mortgage, HOA dues, etc. as late charges will continue to be assessed until we close. Any payments made prior to your closing for property taxes and HOA dues will be pro-rated accordingly at closing. Any adjustments/refunds due to you regarding the payoff of your mortgage loan will be done by your lender. Any property tax or HOA payments that are due at closing will be collected and/or pro-rated accordingly.