

## **SELLER(S) INFORMATION SHEET**

Seller One:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

SS #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Seller Two:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

SS #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Who would you prefer to be the main contact? \_\_\_\_\_

### **MARITAL HISTORY:**

Married?

☐ Yes

☐ No

Date of Marriage: \_\_\_\_\_

Wife's Maiden Name: \_\_\_\_\_

Prior Marriage(s):

☐ Yes

☐ No

If yes, attach a copy of the Judgment of Divorce

If spouse is deceased, attach the Death Certificate

Did spouse reside with you in property?

☐ Yes

☐ No

Do you pay child support?

☐ Yes

☐ No

If yes, provide Statement of Account from Probation

### **ADDRESS OF SUBJECT PROPERTY:**

\_\_\_\_\_

\_\_\_\_\_

Is this your primary residence?

☐ Yes

☐ No

Is the Deed to the property in a Trust's name?

☐ Yes

☐ No

If yes, Name of Trust: \_\_\_\_\_

Provide a copy of the Deed

Is the owner of the property an Estate?

☐ Yes

☐ No

If yes, Executor, Executrix/Administrator Name & Address: \_\_\_\_\_  
\_\_\_\_\_

Estate Tax ID #: \_\_\_\_\_

Provide a copy of the Short Certificate/Death Certificate(s) and Will of last surviving owner

What are your plans when your property sells? \_\_\_\_\_

TYPE OF RESIDENCE

☐ Single Family

☐ Townhouse

☐ Condominium

☐ Co-op

☐ Multi-Family

☐ No. of Units

Age of home: \_\_\_\_\_

If the property is more than a one family dwelling, please give the following information on each apartment: Name and apartment number of each tenant \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is there a written lease? ☐ Yes ☐ No

Amount of rent and date on which same is due: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Amount of Security Deposit, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What utilities does the tenant pay for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Which apartments if any, are to be delivered vacant at the time of closing? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1099 CERTIFICATION:

I owned and used the residence as my principal residence for 2 or more years during the 5 year period ending on the date of the sale or exchange of the residence?

☐ Yes

☐ No

I have not sold or exchanged another principal residence during the 2 year period ending on the date of the sale or exchange of the residence (excluding any sale or exchange before May 7, 1997)?

☐ Yes

☐ No

No portion of the residence has been used for business or rental purposes by me (or my spouse if I am married) after May 6, 1997?

☐ Yes

☐ No

TYPE OF FUEL:

☐ Oil

☐ Gas

If heated by oil, is tank underground or in basement? \_\_\_\_\_

If underground, is tank covered by oil tank insurance policy? ☐ Yes ☐ No

If yes, attach a copy of the policy

Name and phone number of company serving oil to property: \_\_\_\_\_

TYPE OF WATER: ☐ Well ☐ Municipal ☐ Private

TYPE OF SEWER: ☐ Septic Tank ☐ Municipal Sewer

If the house is serviced by septic and well, when was the last time any inspections were made?

POOL: Is there a pool? ☐ Yes ☐ No

TYPE OF GARAGE:

☐ Attached ☐ Detached ☐ 1 Car ☐ 2 Car ☐ 3 Car ☐ Other \_\_\_\_\_

SOLAR PANELS:

Are there solar panels? ☐ Yes ☐ No

If yes, are they owned or leased? \_\_\_\_\_

Paid in full or financed? \_\_\_\_\_

Do you receive SREC for the solar panels? \_\_\_\_\_

Provide copies of all solar panel leases and agreements

TERMITE TREATMENT:

Has the home ever been treated for termites? ☐ Yes ☐ No

If yes, name of company, address and date of treatment: \_\_\_\_\_

Is the home under Termite Warranty by a termite company? ☐ Yes ☐ No

ADDED IMPROVEMENTS:

Were there any improvements made since you purchased, such as fence, deck, addition?

☐ Yes ☐ No

If so, what improvements? \_\_\_\_\_

MORTGAGES:

Open Mortgage of Recording (including Home Equity Loans, Lines of Credit, Second Mortgages, etc.)

on Subject Property: ☐ Yes ☐ No

Do you own your home free & clear? ☐ Yes ☐ No

Liens on the property (excluding mortgage) ☐ Yes ☐ No

Added Tax Assessments ☐ Yes ☐ No

Added HOA Assessments ☐ Yes ☐ No

Open Permits ☐ Yes ☐ No

Encroachment/Easement ☐ Yes ☐ No

NAME, ADDRESS AND PHONE NUMBER of institution(s) where payments are made:

_____	Account #: _____
_____	Phone #: _____
_____	Account #: _____
_____	Phone #: _____
_____	Account #: _____
_____	Phone #: _____

**JUDGMENTS:** Are all Mortgage payments current? ☐ Yes ☐ No

Any judgments against the owners of record must be paid in full at closing. If there are any judgments against the owners, please furnish details of same on the bottom of this form.

**HOMEOWNERS ASSOCIATION:** ☐ Yes ☐ No If yes, cost \_\_\_\_\_

☐ Paid Monthly ☐ Quarterly ☐ Yearly Are your payments current? ☐ Yes ☐ No

If residence is a condominium, townhouse or co-op, please furnish the name, address and telephone number of association, as well as the name of contact person, so that we may obtain necessary information with regard to within transaction. Attach a copy of the bylaws and master deed to condominium. \_\_\_\_\_

**CITIZENSHIP:**

Are you a citizen of the United States? ☐ Yes ☐ No \*

\*If no, Please supply my office with the country in which you are a citizen as well as a photocopy of your resident alien card (both sides) or other documents to support your status.

**FORWARDING ADDRESS:**

**PLEASE BE SURE TO FILL IN YOUR FORWARDING ADDRESS:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**RETURN THIS FORM** along with a copy of your deed, survey and title insurance policy and other documents requested herein as soon as possible by email, fax or mail. Also, please sign and date the mortgage payoff form on the last page. We will complete the other information.

Mildred J. Hamilton, Esq.  
471 Oak Street  
Florence, NJ 08518  
(609) 499-1380 (phone)  
(630) 604-4478 (fax)  
[mjhamiltonesq@verizon.net](mailto:mjhamiltonesq@verizon.net)

TO: \_\_\_\_\_

**ATTN: MORTGAGE PAYOFF DEPARTMENT**

RE: LOAN #: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DEAR SIR/MADAM:

WE HEREBY AUTHORIZE YOU TO PROVIDE PAYOFF INFORMATION (INCLUDING STATUS OF PAYMENT OF REAL ESTATE TAXES, IF APPLICABLE) FOR THE ABOVE REFERENCED LOAN TO MILDRED J. HAMILTON, ESQ.

KINDLY PROVIDE THIS INFORMATION IMMEDIATELY SO AS NOT TO  
DELAY CLOSING ON THIS PROPERTY.

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Signature
Date

---

Social Security # \_\_\_\_\_

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Signature

Date

---

Social Security # \_\_\_\_\_