



Seller's Information Form

Please complete this form to help assist us with your closing.

Correct **SPELLING** of your Name: _____

Your name as it appears on your Driver's License: _____

Social Security Number (necessary for IRS Tax Reporting): _____

Current Address: _____

Contact Phone Number: _____ Email Address: _____

Marital Status: Single or Married

If Married, provide the correct **SPELLING** of Spouse's Name: _____

Spouse's name as it appears on Driver's License: _____

Spouse's Social Security Number (necessary for IRS Tax Reporting): _____

Are you a **US citizen**: Yes or No

If No, do you have a U.S. Permanent Residence Card and Social Security Card: Yes or No *

***Note: For Non US Citizens:** You will need to provide a copy of both US Permanent Residence card and Social Security card to our office for closing.

Is the subject property your **Homestead Residence**: Yes or No

Are there any **current mortgages** on the property: Yes or No

If yes, please complete a Client Authorization form (attached) for each outstanding mortgage. Please complete a separate form for each mortgage.

Is there a **Homeowners/Condominium Association** for this property: Yes or No

If yes, please provide the following information:

Name of Master Association: _____

Master Association Management Company: _____

Master Association Contact Information: _____

Name of Subsidiary Association (if applicable): _____

Subsidiary Association Management Company: _____

Subsidiary Association Contact Information: _____

Do you have a **survey** for the property: Yes or No

If yes, please provide a copy of the survey with this form.

Any improvements to the property since the date of the survey? Yes or No

Do you have your prior **Owner's Title Policy**: Yes or No

If yes, please provide a copy of the Owner's Title Policy with this form.

Will you be attending the closing: Yes or No

If no, would you like closing documents sent: Email or UPS

Email: Email Address: _____

NOTE: For emailed documents, you must have ability to print both letter size and legal size PDF documents, have Access to notary and two (2) witness.

UPS: Overnight Address (Cannot be PO Box or APO's) _____

Property is currently owned by: _____

If you currently hold title as a Corporation, LLC, or Partnership, please email the specific entity formation documents, as well as authorization for specific signatories for the entity.

PLEASE RETURN THE COMPLETED FORM TO:

Jill Flowers: Fax: 239-433-1496 OR Email: JFlowers@AtlasTitleSWFL.com

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