

Seller(s) Intake Form



Please Fax information Back to 919-850-9586 or Upload to our website [here](#).

Buyer's Last Name: _____ Property Address: _____

Estimated Closing Date: _____ Preferred Time: _____

We would appreciate your assisting us in gathering the seller's information as follows and faxing back to our office ASAP. Once requested, dues information, as well as some payoff statements for mortgages, can take as long as 10 days to receive. Failure to provide this information will delay closing.

SELLER #1: Full Legal Name: _____

Married Single Divorced Separated (need copy of recorded separation agreement)

Social Security #: _____

SELLER #2: Full Legal Name: _____

Married Single Divorced Separated (need copy of recorded separation agreement)

Social Security #: _____

NOTE: If you are married your spouse must sign, even if not on the current deed.

Seller's Forwarding Address: _____

INCLUDE ALL MORTGAGES AND EQUITY LINES (EVEN IF THERE IS A ZERO BALANCE)

1st Mortgage: _____

The last payment I intend to make on this account will be made on this date: _____

2nd Mortgage: _____

The last payment I intend to make on this account will be made on this date: _____

Equity Line: _____

The last payment I intend to make on this account will be made on this date: _____

NOTE: NO DRAWS/ADVANCES should be taken after giving us the payoff information. An additional fee will be charged if a payoff is made for an incorrect amount due to a draw.

Homeowner's Association: _____ Phone: _____

Will the Sellers attend closing? Yes No Are we to prepare deed? Yes No

Total commission: _____% (Split: LA: _____% | BA: _____%) Other Fees: \$ _____

Does the seller have a recent survey performed on the subject property? Yes No

Does the seller have a copy of their title insurance policy? Yes No

Any additional charges to be collected or special instructions regarding the Deed, proceeds, etc.:

4934 Windy Hill Dr.
Raleigh, NC 27609



[919.850.0800](tel:919.850.0800) (o)
[919.850.9586](tel:919.850.9586) (f)

www.VyasRealtyLaw.com

Seller's Terms of Engagement

Dear Seller:

Vyas Realty Law has been retained by the Buyer of your property to handle the real estate closing. Our firm needs to gather specific information from you to ensure the process goes smoothly. If you have any questions about this letter or any of its provisions, do not hesitate to contact us. Otherwise, this letter will represent the terms of our engagement.

Please note: Failure to promptly return this engagement letter and the completed Seller Checklist to our office upon receipt may result in a delay in closing.

PLEASE GIVE THE FOLLOWING MATTERS YOUR PROMPT AND CAREFUL ATTENTION:

OUR REPRESENTATION

You have the right to hire your own legal counsel to represent you and/or prepare the documents required in connection with this transaction. However, if you so choose, our firm will prepare the deed and standard seller documents required for closing. If you choose to have your deed prepared by another attorney, our firm will nonetheless charge a fee for reviewing the deed for any errors that will affect the validity of any conveyance.

OTHER SERVICES WE PERFORM

In addition to the deed preparation or review, if you so choose as directed on the Sellers Checklist, we will obtain a copy of your title insurance policy, order HOA dues, order Mortgage Payoffs, and freeze and close equity lines of credit.

OUR FEES

Our fee for performing settlement duties and standard seller document preparation is \$200.

Our fee for performing settlement duties and reviewing seller documents prepared by another attorney is \$75.

DISBURSEMENT OF FUNDS

We will handle all receipts and disbursements of funds made at closing through our Real Estate Trust Account. According to North Carolina State Bar rules, we are unable to disburse until we are in receipt of all necessary funds and have recorded the deed and any deed(s) of trust at the proper Register of Deeds office. Immediately following recording and obtaining proper authority to disburse, your proceeds will be delivered to you in the manner you elected at closing.

(Seller #1)

Date: _____

(Seller #2)

Date: _____