



Complete Choice Title Services Inc

Seller Information Sheet

In order to promote a seamless closing, please fill in *all* information requested.

Property Address: _____

Seller Name #1: _____

___ Married ___ Single ___ Company ___ Divorced ___ Widow/widower

If Married Spouse Full Name: _____

Social Security/EIN No. _____ Residency: US Citizen? ___ Yes ___ No

Date of Birth: _____ Will you be attending the closing? ___ Yes ___ No

Mail away Address: _____

Email Address: _____

Cell Phone: _____ Home Phone: _____

Forwarding Address: _____

Seller Number 2: _____

___ Married ___ Single ___ Company ___ Divorced ___ Widow/widower

Social Security/EIN No. _____ Residency: US Citizen? ___ Yes ___ No

Date of Birth: _____ Will you be attending the closing? ___ Yes ___ No

Mail away Address: _____

Email Address: _____

Cell Phone: _____ Home Phone: _____

Forwarding Address: _____

***** PLEASE PROVIDE COPIES OF VALID (UNEXPIRED) ID'S FOR ALL INDIVIDUALS SIGNING*****

Corporation/Company name: _____

Company Address: _____

Tax ID: _____ Name of Signer: _____

Email Address: _____ Title: _____

Please provide a full copy of the most recent operating agreement and corporation/ LLC supporting

Documents (Shareholder agreement, Articles of incorporation/organization). If sole member LLC, please

provide Social security # _____ or proof that LLC files as corporation.

14100 Palmetto Frontage Rd, Suite 380, Miami Lakes, FL 33016

Phone: (305) 603-8393

Fax: (305) 402-0884



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IF SELLER IS A TRUST, PLEASE PROVIDE COPY OF TRUST, INCLUDING ALL RESTATEMENTS AND DECLARATION.

HOA/COA:

1st Association: _____

Contact name and number for HOA: _____

HOA Amount Due: \$_____ Monthly ___ Quarterly _____ Annually _____ Other _____

Is HOA Current: ___ Yes ___ No Next Payment Due: _____

Does the HOA require a Certificate of Approval for buyer? ___Yes ___ No

Second HOA:

Name of Association: _____

Contact name and number for HOA: _____

HOA Amount Due: \$_____ Monthly ___ Quarterly _____ Annually _____ Other _____

Is HOA Current: ___ Yes ___ No Next Payment Due: _____

Does the HOA require a Certificate of Approval for buyer? ___Yes ___ No

Who occupies the property: ___ Owner ___ Tenant ___ Vacant **(If Tenant Occupied please provide lease agreement and tenant estoppel)**

Property Type: ___ Duplex ___ Triplex ___ Condo ___ Single home

Is this property an investment: ___ Yes ___ No Is this your Homestead: ___ Yes ___ No



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Listing Agent Info:

Agent name: _____

License # _____

Company Name: _____

License # _____

Company Address: _____

City _____ State _____ Zip _____

Office Phone: _____ Cell Phone: _____

Preferred Email: _____ Fax: _____

Transaction/Processing Fee? Yes No Amount _____

Commission %: _____

How would you like your commission delivered after Funding? Check Wire Pick up

If check, if please provide address: _____

If Wire, please provide wire instructions and a phone number to verify the instructions before sending wire.

Seller's Attorney info (if applicable):

Company Name _____

Contact _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

If any person on title is deceased, provide us with full name of same so that we may search estate records.

If any person on title has declared bankruptcy, provide us with the name so that we may search bankruptcy records.

Is the property in foreclosure? Yes No

If any person on title is currently in a divorce proceeding, provide us with the names so that we may search civil records.



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Mortgage Payoff Information

Please read and prepare this page carefully!!!

Please make sure that your payoff information includes any Equity Lines including those which may have a zero balance. Also sign the authorization in order for us to obtain payoff information. It is essential that you provide **your loan number, social security number and signature**, as all lenders require this information in order to issue payoff letters. Please refrain from making any further withdrawals on open equity/credit lines. **(Authorization Letter Attached)**

First Mortgage Company Name: _____

Phone No. _____ Loan no. _____

Second Mortgage or Equity Line of Credit Company Name: _____

Phone No. _____ Loan no. _____

Third Mortgage Company Name: _____

Phone No. _____ Loan no. _____