



## REAL ESTATE SELLER INTAKE FORM

*Phone: (Your Phone) | Email: (Your Email)*

**Instructions:** Please complete this form as thoroughly as possible. All information provided will be kept confidential and used solely for the purpose of your real estate closing.

SELLER INFORMATION	
<b>Seller Name(s) (First, Middle, Last)/ Entity Name:</b>	
<b>Marital Status:</b>	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Free Trader
<b>Spouse Name (if applicable):</b>	
<b>Seller's Mailing Address/ Forwarding Address:</b>	
<b>Primary Phone Number:</b>	
<b>Secondary Phone Number:</b>	
<b>Email Address:</b>	
<b>Social Security Number (Seller 1):</b>	
<b>Social Security Number (Seller 2):</b>	
<b>EIN (if applicable):</b>	
PROPERTY INFORMATION	
<b>Address of Property Being Sold:</b>	
<b>Anticipated Closing Date:</b>	
<b>Property Type:</b>	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Manufactured/Mobile <input type="checkbox"/> Land
<b>VIN (if Manufactured/Mobile):</b>	

## MORTGAGE/LIEN INFORMATION

Current Mortgage or Equity Line?

Yes  No

Lender 1 Name:

Lender 1 Loan Number:

Lender 1 Phone Number:

Equity Line?

Yes  No

Lender 2 Name:

Lender 2 Loan Number:

Lender 2 Phone Number:

Equity Line?

Yes  No

Lender 3 Name:

Lender 3 Loan Number:

Lender 3 Phone Number:

Equity Line?

Yes  No

## HOMEOWNER'S ASSOCIATION (if applicable)

HOA Monthly Fee:

HOA Management Company:

HOA Amount Currently Owing:

HOA Phone Number:

## REALTOR/COMMISSION INFORMATION

Buyer's Agent Name:

Buyer's Agent Commission (%):

Buyer's Agent Flat Fee (\$):

Seller's Agent Name:

Seller's Agent Commission (%):

Commission Paid By:

Seller  Buyer

## CLOSING PREFERENCES

Will Seller Attend Closing?

Yes  No

<b>Seller Proceeds After Closing:</b>	<input type="checkbox"/> Pick Up <input type="checkbox"/> Mailed <input type="checkbox"/> Wired (\$60 fee)

**OPTIONAL SELLER DOCUMENT PREPARATION**

Hedgebeth Carter Law Group can prepare seller documents for a fee of \$250.

<b>Request Seller Document Preparation?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**DISCOUNTED ESTATE PLANNING SERVICES**

Hedgebeth Carter Law Group is pleased to offer discounted estate planning documents to clients using our real estate services. **For only \$500 at closing**, we can provide: a simple will, healthcare power of attorney, advance directives for end-of-life care, and general power of attorney.

<b>Would you like these services?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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*By submitting this form, I acknowledge that the information provided is accurate and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_