

# Martin A. Wilson

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## SELLER INFORMATION REQUEST

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

**This office will be the closing agent on the above referenced transaction. In order to complete the transaction, we need the following information returned to us as quickly as possible in order to avoid delay of the closing. Please return via email or fax to Kim Salter at the addresses listed above as soon as possible as many lenders have a 3-7 day response time for payoff requests. Thank you for your cooperation.**

### Your Info: Complete for each seller

1) Name(s) Shown On Title \_\_\_\_\_

Contact #: cell: \_\_\_\_\_ home \_\_\_\_\_ work \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Your Forwarding Address: \_\_\_\_\_

(after closing) \_\_\_\_\_

Your Social Security Number(s): \_\_\_\_\_

2) Name(s) Shown On Title \_\_\_\_\_

Contact #: cell: \_\_\_\_\_ home \_\_\_\_\_ work \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Your Forwarding Address: \_\_\_\_\_

(after closing) \_\_\_\_\_

Your Social Security Number(s): \_\_\_\_\_

**\*\*\*NOTE\*\*\*: Notify our office immediately if ANY of the following apply: you are currently in bankruptcy or in foreclosure, You plan on using a Power of Attorney, you are currently involved in a lawsuit such as a divorce, or any seller has died since acquiring the property where his/her estate has not been finalized, any seller's name has changed since acquiring the property from a marriage, etc.**

### Lender Information:

First Mortgage Holder/Servicer: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Second Mortgage Holder/Servicer: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Any Additional Lien/Payoff Information:**

**Is there a Homeowners' /Condo Association**    **Yes**                      **No**

**Name of Association** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Annual Fee:** \$ \_\_\_\_\_    **Due On:** \_\_\_\_\_    **Current Paid:** **Yes**    **No**

**If seller is a Corporation:**  
**Who is Signing for Corp.:** \_\_\_\_\_    **Title:** \_\_\_\_\_

**If seller is an LLC, who is signing for LLC:** \_\_\_\_\_  
**Title:** \_\_\_\_\_    **Send copy of signed operating agreement**

**Termite Inspection Information: (if applicable)**  
**Name:** \_\_\_\_\_    **Transferable Warranty:** **Yes**    **No**

**Authorization:**

The undersigned hereby authorize the Law Office of Martin A. Wilson and its employees to obtain payoff information on any liens regarding my sale of the property referenced hereinabove including signing on my behalf a request to my lender for a written loan payoff statement.

In the event you have any equity line loan against the property being sold, the undersigned sellers agree that upon signing below, sellers agree to the freezing of this equity line loan and agree to discontinue any use of this equity line.

Undersigned hereby direct the following to any equity line lienholder:

Please be advised that this letter authorizes you to freeze the referenced credit line upon issuance of your payoff statement demand. If you require further authorization, please contact the undersigned immediately. **Payment pursuant to your payoff statement (demand) will eliminate any security interest you have in the property in question.** In order to avoid unsecured additional advances the account must be frozen upon issuance of your payoff demand. If you make any additional advances they will not be secured by the subject property. We will be completing an escrow/closing transaction involving a new owner or lender in reliance on the release of your security interest in the property. Upon payment you will be obligated to issue a release of the deed to secure debt securing the line of credit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**Each seller must sign:**

\_\_\_\_\_  
**Seller Signature**

\_\_\_\_\_  
**Seller Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**