

- 1) Lender name, loan number and primary borrower social security number for first mortgage payoff (needed to obtain payoff statement)
- 2) Name and contact information of lender for Seller's Second Mortgage Loan Payoff or Other Payoff (if any).
- 3) Who is the title insurance company with for the prior policy on this property? **Please provide a hard copy of the prior policy by faxing or emailing to my office.**
- 4) Are the Sellers married/separated/legally separated?
- 5) What is the forwarding address for the Seller?
- 6) Would you like our office to prepare the Seller's deed, lien waiver and closing affidavit at a cost of \$250.00?
- 7) Will the Seller attend closing? If not, please indicate whether you need a Power of Attorney to sign for them.
- 8) What is the listing agent commission and what is the split?
- 9) Please provide any invoices to be paid by the seller on the Closing Disclosure at least three days prior to closing.