

**LANDON A. DUNN, P.A.**  
624 Matthews-Mint Hill Road, Suite 146  
Matthews, NC 28105  
(P) 704-688-0505 / (F) 704-443-7367  
[www.landondunn.com](http://www.landondunn.com)

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

**SELLER INFORMATION WORKSHEET**

Please complete the following and return as soon as possible by  
Email to [samantha@landondunn.com](mailto:samantha@landondunn.com) or secure fax 704-443-7367

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

Is this your primary residence in the past (5) years? \_\_\_\_\_

Owner 1 Full Legal Name (First, Middle and Last): \_\_\_\_\_

Owner 2 Full Legal Name (First, Middle and Last): \_\_\_\_\_

SS No.: \_\_\_\_\_ SS No.: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
(Married/Single/Divorced/Widowed/Legally Separated) \*\* If married, your spouse is REQUIRED to sign closing documents. *\*\*If legally separated, please attach Separation Agreement for our review*

Have you been known by any other name? \_\_\_\_\_

Will ALL owners (and spouses) attend closing? \_\_\_\_\_

If No, what is the full name of the person who will be the Power of Attorney authorized to sign? (Please note, preparation of a power of attorney will be an additional fee plus recording costs): \_\_\_\_\_

Contact Information: Phone No(s): \_\_\_\_\_

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

Your new mailing address (REQUIRED) \_\_\_\_\_  
(Your contact information is required for this closing and we will NOT use it for marketing or solicitation purposes).

Real Estate Agent: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Commissions: Listing Agent (%): \_\_\_\_\_ Buyers Agent (%): \_\_\_\_\_

Any Bonuses? \_\_\_\_\_

If yes, amount \$ \_\_\_\_\_ To: \_\_\_\_\_

Closing Documents (Initial One)

\_\_\_\_\_ I/We would like for LANDON A. DUNN, P.A. to prepare a deed, lien waiver, firpta, and marital affidavit for me. The fee/s are \$450 for preparation of deed, lien wavier, firpta, and marital affidavit, ordering payoffs and obtaining Homeowner's Association dues certification and seller closing appoint. Shipping and Handling \$35/package. Any additional work performed for the Seller, which is necessary to advance the Buyer's closing, including clearing any title issues, will result in additional fees to the Seller and billed hourly at a rate of \$350/hour.

**Please note the preparation of these documents is an accommodation for the Buyer and does not create an attorney/client relationship between Landon A. Dunn, P.A. and the Seller. We cannot provide any legal advice to you as the Seller other than to seek advice from legal counsel of your choice.**

\_\_\_\_\_ I/We will have my own deed, lien waiver, firpta and marital affidavit prepared by my own attorney. There will be a \$150.00 coordination fee charged to Landon A. Dunn, P.A. office to remedy any document defects. There will also be \$35 shipping and handling fee per overnight package.

Name of Attorney: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**It is our goal to make real estate commission checks and funds available as soon as practical following closing. However, NC State Bar Rules expressly prohibit disbursing any closing funds prior to recording. Should you request funds be wired, our office can accommodate the request for a fee of \$150.00. In order to prevent fraud and protect your funds, all wiring instructions will be verified and you will be required to sign the instructions at the closing ceremony. THIS OFFICE WILL NOT ACCEPT CHANGES TO WIRING INSTRUCTIONS.**

Current Mortgages (please use additional pages if necessary)

Loan 1: Bank Name: \_\_\_\_\_

Account No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Loan 2: Bank Name: \_\_\_\_\_

Account No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Homeowner Association or Management Company: \_\_\_\_\_

Contact and Phone No.: \_\_\_\_\_

Amount \$ Frequency of Dues: \_\_\_\_\_

Any special assessments due or pending? \_\_\_\_\_

Is the Seller a Trust, LLC or Corporation? \_\_\_\_\_

If yes, who will be signing on behalf of the Trust, LLC or Corporation? \_\_\_\_\_

*Please provide copies of the corporate or trust documents authorizing this person to sign.*

Please list any invoices to be paid at closing and provide copies to our office ASAP.

Amount To: \_\_\_\_\_

Amount To: \_\_\_\_\_

Amount To: \_\_\_\_\_

Have you hired any one to perform any work on the property in the past six (6) months? \_\_\_\_\_

If yes, please briefly described the nature of the work performed and the approximate total value:

\_\_\_\_\_

Has this work been paid in full? \_\_\_\_\_

Will this be paid at closing? \_\_\_\_\_

Is a mobile home located on the property? \_\_\_\_\_

Is this transaction part of a short sale? \_\_\_\_\_

Will there be a Home Warranty? \_\_\_\_\_

Do you have a current survey? \_\_\_\_\_

Is there anyone, other than you (the Seller), in possession of the property? \_\_\_\_\_

Is any Seller involved or expecting a bankruptcy or guardianship? \_\_\_\_\_

Does the Seller have any tax liens or judgments? \_\_\_\_\_

Is any Seller a Non-Resident Alien or Foreign Person? \_\_\_\_\_

**Per Federal IRS regulations, you are required by law to provide Landon A. Dunn, P.A. with your correct tax payer identification number (i.e. Social Security Number or Employer Identification Number). If you do not provide to Landon A. Dunn, P.A. with your correct tax payer number, you may be subject to civil or criminal penalties imposed by law.**

\_\_\_\_\_

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

\_\_\_\_\_

**LANDON A. DUNN, P.A.**  
624 Matthews-Mint Hill Road, Suite 146  
Matthews, NC 28105  
(P) 704-688-0505 / (F) 704-443-7367  
[www.landondunn.com](http://www.landondunn.com)

**AUTHORIZATION  
VIA TELEFAX**

(please complete one for each mortgage)

To: \_\_\_\_\_  
ATTN: \_\_\_\_\_  
FAX: \_\_\_\_\_  
RE: \_\_\_\_\_  
Loan No.: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Dear Sir/Madam:

Client authorizes the release of information to LANDON A. DUNN, P.A., of any documents from third parties which are necessary in the preparation and execution of the sale of their property. This release of information includes, but is not limited to, written payoff statements from lending institutions. Seller also hereby authorizes and directs their lending institution(s) to freeze and close any home equity line of credit secured by this property.

\_\_\_\_\_ If checked this is a request for a payoff of a loan. Please issue a payoff amount in full for the above captioned lien good through \_\_\_\_\_. Also, please include a per diem on the payoff so that we can accurately calculate the exact amount for the time of arrival at your office.

Please return the payoff information via our secure fax to 704-443-7367. If this is not possible, please return the payoff by telephone or in wiring to the above address. We will also require a street address for delivery of express funds for payoff.

Thank you for your attention regarding this matter.

Sincerely,

Landon A. Dunn, P.A.

**I/We hereby authorize Landon A. Dunn, P.A. to obtain said information on my/our behalf and to Modify, subordinate, block, freeze any escrow account, or freeze any equity line account for the purpose of refinancing or selling the property listed above.**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**LONDON A. DUNN, P.A.**  
624 Matthews-Mint Hill Road, Suite 146  
Matthews, NC 28105  
(P) 704-688-0505 / (F) 704-443-7367  
[www.landondunn.com](http://www.landondunn.com)

## **SELLER WELCOME LETTER**

Date: \_\_\_\_\_  
Re: Sale of: \_\_\_\_\_

Dear Seller:

Thank you for allowing our office to assist you with the sale of your property. This letter is an outline of what is required to complete your sale and other important information regarding your closing. Please contact us at any time if you have any questions about the closing process. You are strongly encouraged to stay in close contact with your real estate agent and/or our office to ensure that all requirements are met and any issues are addressed prior to your appointment.

### **Scope of Representation**

The Buyer is our client in the sale of your home. If you request that we assist you with the preparation of necessary legal documents, obtaining payoff information and/or homeowner association information, and/or resolving any title issues, we will deal with many parties such as the real estate agents for you and the Buyer, the Lender, and the Buyer. However, please be assured that your personal information will only be released to those parties who require such information in order to proceed with the closing and only to the limited extent necessary.

If you request, our involvement with you will be to obtain payoff information, prepare the legal documents necessary to transfer the property, and to assist you with matters necessary to insure the transfer of "clean" title to the Buyer. This work on your behalf does NOT constitute an attorney/client relationship between Landon A. Dunn, P.A. and you. If at any time, a conflict arises between you and the Buyer, you will be asked to obtain your own attorney to assist you with the remainder of the closing.

### **Closing Disclosure**

We must have the package from the Buyer's lender in order to prepare the Closing Disclosure. Once we have final approval from the lender, we will provide a copy of the Closing Disclosure for you and your agent to review. Please contact us immediately with any additions or changes to the Closing Disclosure, as this will require re-approval by the Buyer's lender.

It is a condition of closing that all loans and liens against the property are paid at closing. Therefore we will request loan numbers and your social security number(s) to obtain payoff statements from your mortgage company. Please note that these payoff statement balances will be different from your current balance showing on your most recent mortgage statement. This is due to your statement balance reflecting your balance owed at the beginning of the month and does not include daily interest or fees through the date of closing.

If the property is occupied by someone other than you, please have your real estate agent coordinate any leases or security deposits with the Buyer's agent.

**Please note that due to North Carolina law, our office is unable to disburse any closing proceeds until the documents are recorded with the County Register of Deeds. Before we can record, we must have lender authorization and all monies in our office. Please note that we do our best to obtain lender authorization and have the documents recorded as soon as possible. However, delays do occur that are beyond our control. As a general rule, recording WILL NOT be the same day and you will NOT receive your check the same day as our closing meeting.**

**Repair Invoices**

If any invoices are to be paid at closing, please have your agent forward a copy of the invoice to our office as soon as possible so that these amounts can be included on the Closing Disclosure. Any changes or additions to the Closing Disclosure after the lender has given final approval may result in a delay of closing so that the lender may review and approve those changes.

**Closing Funds**

If you will be bringing any money to closing, it MUST be in the form of a wire transfer. Wiring instructions will be provided to you prior to closing. We cannot provide an accurate amount that you will need to bring until we have received all invoices and have prepared the package from the lender.

**Requirements for Closing**

We will ask you for a copy of your driver's license, passport, or other photo ID at closing. Some lenders request a second form of ID, so please come prepared. If you are a Non-Resident Alien or Foreign person, please contact our office immediately as there may be additional requirements for IRS tax purposes which could delay the closing.

If you are married, your spouse must be at the closing unless you have specifically addressed any issues with our office prior to closing.

If you are unable to attend closing at the date and time scheduled, please contact our office as soon as possible to coordinate a mutually acceptable closing appointment and/or the preparation of a Power of Attorney.

Thank you,

Landon A. Dunn, P.A., Attorney at Law

By signing below, you acknowledge that you have reviewed this letter and agree to its terms:

\_\_\_\_\_

\_\_\_\_\_

Date