



**ABSOLUTE  
LAW FIRM**

WHEN IT  
ABSOLUTELY  
MATTERS.

SCOTT ALLMON

P: 864.306.4949

F: 864.523.5721

office@absolutelawfirm.com

## Seller Closing Information

*We appreciate in advance your return of the following information so that we may bring your transaction to a successful closing as efficiently and accurately as possible. Thank you for giving us the privilege of serving you.*

**DO NOT USE DOCUSIGN OR ANOTHER E-SIGNATURE SOFTWARE WHEN SIGNING THIS DOCUMENT**

**Please physically sign this document and the authorization.**

SECURITY ALERT: Any emails sent from Absolute Law Firm will come from an email address ending in "[@absolutelawfirm.com](mailto:office@absolutelawfirm.com)" Always double-check any emails purporting to be from our firm to make sure this is the case.

Within the real estate closing industry, there has been a rash of fraudulent emails purportedly sent from closing attorneys and real estate agents asking buyers, lenders, etc. to send funds to an erroneous account, usually via a wire transfer. In the event you receive any emails asking you to wire funds, or any other suspicious communications, please contact us at (864) 306-4949 immediately to verify that this communication is from Absolute Law Firm, LLC. DO NOT send any funds to any accounts until you have verified wiring instructions by phone directly with our office.

I have read and understand the above disclosure.

\_\_\_\_\_  
Signature of Seller

Seller Name(s): \_\_\_\_\_

\*\*Please put your legal name including your middle name. List all owners on deed\*\*

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

Seller Forwarding Address: \_\_\_\_\_

Seller's Social Security Number (required to obtain payoffs - you may call us with SSN after sending in the form)

Seller #1: \_\_\_\_\_ Seller #2: \_\_\_\_\_

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

Estimated Closing Date: \_\_\_\_\_

Absolute Law Firm Office Location Request:  EASLEY or  SENECA

Are all sellers attending closing?  Yes or  No

How would you like to receive the closing package?  Overnighted via UPS or  Emailed

Provide overnight address or email address for documents: \_\_\_\_\_

\*\*Note there is a \$150 additional charge for mailaway closings.

**IMPORTANT INFORMATION - Please read if you are doing a mailaway:** Documents will be either emailed or overnighted to you, according to what you requested above, as soon as they are available but this sometimes doesn't happen until right before closings so it can end up being something that has to be rushed on your end. Once you have the documents, you will sign them in front of a notary and witness. You will be responsible for any fees associated with obtaining signatures of witnesses and notary. When completed, you will overnight the originals using a UPS label that will be sent with the package. You can schedule a time for the attorney to go over the documents with you. Also, there will be a form in the package to let us know how you would like your funds as we can send a check or wire.

\*Will the seller be using a power of attorney?  Yes or  No

**IMPORTANT INFORMATION - Please read if you are planning on using a POA:** If you have a general power of attorney you are wanting to use for this closing, please send a copy back with this form for us to review. If your general power of attorney isn't recorded in the county where the property you are selling is located then we will need the original to record. If you need a specific power of attorney prepared for use at this closing, please let us know in advance so that we can prepare it for you. Our fee to prepare the specific power of attorney is \$100 plus there is a recording fee of \$25 from the county.

EASLEY OFFICE  
1824 East Main Street, Suite P  
Easley, SC 29640

SENECA OFFICE  
1606 Blue Ridge Blvd.  
Seneca, SC 29672



\*Are the sellers in foreclosure or bankruptcy?  Yes or  No

\*Are the sellers U.S. Citizens?  Yes or  No

\*Is this property the seller's current residence?  Yes or  No

If not, is seller a South Carolina resident?  Yes or  No

If not, what will be the seller's gain on this property? \$ \_\_\_\_\_

Contact your CPA if you need advice on what your gain would be if you are an out of state seller.

\*Is the seller a corporation, LLC, partnership, trust or estate?  Yes or  No

Please provide a tax number (EIN): \_\_\_\_\_

Name and title of person(s) signing at closing: \_\_\_\_\_

Does this property represent 51% or more of the business assets?  Yes or  No

**ATTENTION: PLEASE SEND FOLLOWING BACK WITH THIS FORM:**

-If the seller is a LLC, send articles of corporation, EIN letter and operating agreement or meeting minutes giving above reference person(s) authority to sign.

-If the seller is a corporation, send articles of corporation, EIN letter and bylaws or corporate meeting minutes giving above reference person(s) authority to sign.

-If the seller is a Trustee, please send in trust agreement or certificate of trust.

**Homeowner's Association (complete if necessary)**

Contact Name: \_\_\_\_\_

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

**Rental Information:**

Is this property rented?  Yes or  No (If no, skip to mobile home part. If yes, answer the questions below)

Will rent need to be prorated?  Yes or  No

If yes, how much is the rent a month? \_\_\_\_\_

Will the rental deposit need to be transfer to buyer?  Yes or  No

If yes, how much is the deposit? \_\_\_\_\_

Is there a rental management company?  Yes or  No

If yes, please provide name and contact number \_\_\_\_\_

**Mobile Home:**

Is there a mobile home located on this property?  Yes or  No (If no, skip to loans. If yes, answer all questions below)

If there is, provide the VIN Number: \_\_\_\_\_

Is mobile home Detitled?  Yes or  No (Send copy of the Detitlement Letter that DMV sent once it was detitled)

Do you have the Certificate of Title?  Yes or  No (Send copy with this form. Original needs to be brought to our office)

\*\*\*If you don't have Detitlement Letter or Certificate of Title, I must have the VIN number. Please make sure to locate it and write it above.

**Loans secured by Property:**

**1<sup>st</sup> Mortgage**

Lender for existing loan: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Account # for loan: \_\_\_\_\_

**2<sup>nd</sup> Mortgage**

Lender for existing loan: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Account # for loan: \_\_\_\_\_



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

To Whom It May Concern:

I, the undersigned, give authorization to speak to and release information on my account, including but not limited to payoff information, to Absolute Law Firm, LLC.

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_



## **SELLER – Keep this sheet as it is important information regarding closing.**

- 1. You may receive your funds via check or wire. If you want your funds wired, please bring the wiring instructions from your bank or a voided blank check to the closing. If you are doing a mailaway, there will be a form to fill out in your package regarding how you want your funds. We will not accept the wiring information prior to closing.**
2. There are times when a seller has to bring funds. If you have to bring funds OVER \$1,000, it must be by wire transfer no cashier/certified checks. If funds you are required to bring is UNDER \$1,000, you may bring a cashier/certified check, no personal checks. Wiring instructions will be sent to you with the final closing statement.
3. Please notify the office immediately if your name is misspelled on any documents.
4. Please bring a government issued photo ID to closing.
5. All people who listed on deed recorded at the county will have to sign documents and will need to be present at the closing. Proceeds will be disbursed to all owners listed on the deed so the check will be written out to all owners. If you choose wire, then all owners will need to be on the account that we are wiring the proceed. If someone holds a life estate interest in the property, they have to come to closing to sign too.