



Richard J. Fox

Licensed in VT and MA

SELLER INFORMATION SHEET

Please complete this questionnaire and return it via e-mail, facsimile, or U.S. Mail as soon as possible. Timely receipt of this information will enable me to ensure your transaction is completed professionally and accurately and to prepare the closing paperwork with a minimum of delays. All information collected here is necessary for your closing, so if you have questions, please ask before returning this form as incomplete forms may delay completion of your closing documents.

Property located at: _____, Vermont

SELLER INFORMATION:

Name: _____ Email address: _____

Home Phone: _____ Work/Cell phone: _____ SSN: _____

Name: _____ Email address: _____

Home Phone: _____ Work/Cell phone: _____ SSN: _____

MAILING ADDRESS AFTER CLOSING: _____

WILL YOU BE PRESENT AT YOUR CLOSING? Yes _____ No _____

WILL YOU BE A VERMONT RESIDENT AS OF THE CLOSING DATE? Yes _____ No _____

***** If you will relocate out of state by or before the Closing Date, you may be subject to State of Vermont Out of State Income Tax Withholding (2.5% of the sale price) to be withheld from your sale proceeds.**

EXISTING MORTGAGE / LIEN INFORMATION: (This includes Home Equity Lines of Credit, Mortgage Loans, Tax Liens, Judgment Liens, and any other loan or obligation secured by the Property. These mortgages and liens will need to be paid off at the time of closing.)

Lender Name: _____ Loan #: _____ Phone #: _____

Lender Name: _____ Loan #: _____ Phone #: _____

You may attach a copy of your most recent mortgage statement(s) in lieu of completing the above.

Please list any additional mortgage holders on the back of this page.

☞ **ARE YOU WORKING WITH A REAL ESTATE AGENT?** Yes _____ No _____

If yes, please provide the following information:

Realtor Name: _____ Phone #: _____

If NO, please forward a copy of the completed and executed purchase and sale contract with this questionnaire.

PROPERTY TAX INFORMATION: (Include a copy of most recent tax bill if you have it available to you)

Do you receive a State of Vermont Property Tax Credit for the current Tax Year? Yes ___ No ___

Do you expect to receive a State of Vermont Property Tax Credit for the next Tax Year? Yes ___ No ___

How are taxes Paid: Self ___ Escrowed w/mortgage payment ___ Next Date Due: _____

CONTRACTORS: Have you hired anyone to perform work on your property in the last 180 days? Yes ___ No ___

If yes, please provide the following information:

Contractor Name: _____ Have they been paid in full? Yes ___ No ___

FIXTURES (Solar Panels, etc.): Do you have any leased or financed fixtures on your property (solar panels, fuel tanks, hot water heaters, etc.)? Yes ___ No ___

If yes, please provide the following information:

Name of Provider: _____ Type of fixture: _____

**** You may need to contact your Provider to arrange for a transfer of your fixture to your Buyer.

IF CONDOMINIUM, PLANNED UNIT DEVELOPMENT, or HOMEOWNERS' ASSOCIATION:

Contact name for association: _____ Phone: _____

☞ **WHAT IS THE ANTICIPATED DATE OF CLOSING?** _____

☞ **HOW DID YOU HEAR ABOUT THE FIRM?** _____

☞ **IS THERE ANYTHING ELSE WE SHOULD KNOW ABOUT YOUR CLOSING OR CIRCUMSTANCES?**

TERMS OF ENGAGEMENT

The Law Office of Richard J. Fox PLLC is pleased to be able to represent you in the sale of your property. We strive to build relationships with our clients with a goal of being your trusted resource for all real estate legal matters. Please do not hesitate to ask questions or raise concerns – we are here to guide you through each step of the process.

By completing and returning this form you are creating an attorney-client relationship with this office. This includes a duty of confidentiality, as well as a duty to work on your best interests, from all members of this office.

Timely and thorough communication is important to sustaining this relationship. The Law Office of Richard J Fox PLLC is available to you seven days a week to address questions and concerns.

This relationship does require input and cooperation from you – the Law Office of Richard J Fox PLLC can thoroughly educate and advise you, but it ultimately cannot make any decisions on your behalf.

While most real estate transactions go quite smoothly, there are occasions where issues arise. In those instances, we would expect that you would accept our counsel. If you then wish to proceed in a way that is contrary to this office's professional judgment and advice, you agree that this attorney-client relationship may be terminated.

Payment is due at closing and in the amount agreed upon based upon the scope of services performed on your behalf.

The Law Office of Richard J. Fox PLLC will keep your case file for not less than seven (7) years after the conclusion of this matter, at which time it reserves the right to securely destroy the file unless you have otherwise arranged to have it forwarded to you.

PAYOFF AUTHORIZATION

Lender Name: _____ Loan #: _____

Lender Name: _____ Loan #: _____

The undersigned hereby authorize the above-named Lender(s) to release information to the Law Office of Richard J. Fox PLLC regarding loan information to including but not limited to payoff figures for the above referenced accounts and understand that I/We may withdraw such authorization and consent at any time by notifying said institution in writing.

In the event this loan is secured by a Mortgage allowing for advances of a credit line, please be advised that this letter authorizes you to freeze the referenced credit line upon issuance of your payoff. If you require further authorization, please contact the undersigned immediately. **Payment pursuant to your payoff 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. 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 Mortgage securing the line of credit.

Signature (Print Name Below)

Social Security Number

Signature (Print Name Below)

Social Security Number

I, as agent for the Law Office of Richard J. Fox PLLC, agree to use information regarding the above referenced accounts for the sole purpose of satisfying the above referenced lien(s) in full. I receive and hold in confidence any and all information collected for the purpose stated above.

Richard J. Fox

The Law Office of Richard J. Fox PLLC