



**Washburn Law, PLLC**

Tryon, NC | Wilmington, NC | Charleston, SC

(828) 597-0041

www.washburnlawpllc.com

SELLER'S INFORMATION SHEET

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

Seller Name \_\_\_\_\_ Marital Status \_\_\_\_\_

SSN (last 6 digits) \_\_\_\_\_ Forwarding mailing address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Seller Name \_\_\_\_\_ Marital Status \_\_\_\_\_

SSN (last 6 digits) \_\_\_\_\_ Forwarding mailing address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Is this property your current primary residence?

Is this a manufactured home (regardless if considered real property for tax purposes)

Is this property currently in a deferred tax program, or do you receive a tax reduction due to eligibility for age, disability, etc.?

Are you attending closing?

Are we preparing documents on your behalf? If not, please complete below.

Seller's attorney contact information (name, address, phone number & email address)

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

HOA information (name, address phone number & email address)

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

Current outstanding mortgages (loan servicer name & phone number, account number)

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

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

\*\*\* please complete the attached authorization for all mortgages we will be paying off \*\*\*



## Washburn Law, PLLC

Tryon, NC | Asheville, NC | Greenville, SC | Macon, GA | Savannah, GA | Atlanta, GA  
(828) 597-0041 | (888) 687-8480  
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### PAYOFF REQUEST AUTHORIZATION

**\*\*THIS FORM CANNOT BE ELECTRONICALLY SIGNED\*\***

Borrower's name(s) \_\_\_\_\_

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

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

I authorize \_\_\_\_\_ (lender name) to  
release any information as requested by Washburn Law, PLLC regarding the above account  
via email or fax.

If this is a Home Equity Line of Credit, I authorize the lender to immediately block all  
future advances and close this line of credit once payoff is received. Upon receipt of  
payoff, please issue a satisfaction/cancellation for recording to the appropriate Register of  
Deeds office.

\_\_\_\_\_  
Borrower signature & date