

Seller Information Form

File No. - 16-306M

Return to: Monument Title Company, Inc.
700 S. Washington Street, #216
Alexandria, VA 22314
Fax to (703)548-8667 or preclosing@monument-title.com

Your Name(s) as they appear on your photo identification:

Marital Status _____

Email _____

Social Security Number(s) - (necessary to obtain pay-off statement)

SS# _____ SS# _____

U.S. INCOME TAX STATUS: (Please Circle One)

a. U.S. Citizen b. Residential Alien c. Non-Resident Alien

Day Time Phone Number _____

Current Address: _____

Forwarding Address: _____

Current mortgage company (Please include any equity lines of credit)

Name of Company _____

Phone # _____ Loan # _____

Name of Company _____

Phone # _____ Loan # _____

Condo or Home Owners Association _____

Phone# _____ Dues/Fees _____

Do you pay dues to any other association for this property? _____ If yes, please provide information.

Association: _____ ; Phone _____

IF ANY SELLER IS NOT PLANNING TO ATTEND CLOSING, PLEASE CONTACT OUR OFFICE IMMEDIATELY! If a Power of Attorney is being used for closing, it must be approved by the underwriter. It is imperative that you contact us ASAP to insure this will not delay your closing.

As explained in this letter, I/we understand a Deed must be prepared for closing and I/we choose the following attorney to prepare the deed:

I hereby authorize Monument Title Company to obtain the above referenced pay-off information and request that any home equity account(s) attached to the property being sold be closed.

Signature(s) _____
Date