

johannesmeyer & sawyer.pllc

Sellers Names: (as it appears on title)		<u>Marital Status:</u>	Listing Agent Name:
Seller 1:		If married- Spouse name	Listing Agent Phone:
Seller 2:		If married- Spouse name	Listing Agent Email:
• Is this a mobile home? • Are you a US Citizen? • Are you in bankruptcy?			
Is seller a resident of:		NC SC Other	

Commission Split:	% to Selling Agent	% to Listing Agent
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Homeowners Association:	Sellers Forwarding Address:
Contact Name:	Phone Number:
Address:	Email:
Phone Number:	

Due to new CFPB regulations, we MUST have this information sheet returned to our office no later than 15 days prior to the closing date. Failure to provide this information to our office will likely delay your closing.

- The attorney fee for preparation and signing of seller documents is \$355, short sales include an additional \$350 (if applicable), remote closing fee is \$150 (if applicable), transaction fee is \$115 (included for obtaining payoffs/HOA/administration, warranty deed preparation, and all necessary affidavits as required by law), lien release fee is \$35 each (if applicable), and overnight express mail is \$30 each (if applicable, for additional judgments or close out letters). This does NOT include recording charges/taxes/assessments that may become due to a third party.
- Please send our office lender payoff contact info so that we may order payoff statement for ALL financing attached to the property.
- Please send our office all invoices that must appear on the settlement statements 48 hours prior to closing.
- **Please notify us IMMEDIATELY if the subject property is in South Carolina BUT you are not a South Carolina resident.**
- Johannesmeyer & Sawyer will NOT act as escrow agent for the purpose of holding money for repairs or any issues which are to be resolved after the closing.
- **Our office requests 72 hours notice prior to your closing date if you need powers of attorney for anyone who will not be at closing. Please contact your closing paralegal via email or phone at (803) 396-3800.**
- Please call us if you have any other questions or concerns or if you will require any special needs or accommodations. We hope you find this sheet a helpful reminder of those things necessary for a smooth closing.

OUR OFFICE REQUIRES FUNDS FOR REAL ESTATE PURCHASE CLOSINGS TO BE WIRED FOR AMOUNTS OVER \$5000. This policy is due to increased fraud and delays in funding. Please contact our office to obtain wire instructions. Failure to do so may result in substantial monetary loss. Funds CANNOT be accepted as ACH transactions. Electronic Funds transfers MUST be in the form of a wire

- **ALL FUNDS, that are not wired (under \$5000 only), MUST BE IN CERTIFIED FUNDS payable to "Johannesmeyer & Sawyer, PLLC"**

There will be a \$20.00 charge for each returned check

- Please sign the attached release of information. Most lenders require a written authorization to release information.
- Certain charges on the Settlement Statement, including but not limited to overnight/courier and recording fees, may not reflect the actual costs and in fact may be more than the actual costs to the settlement agent. The additional amount(s) may vary and are to help cover the administrative aspects of handling the item or service.

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First Loan

Name of Lender:

Address:

Phone Number:

Loan Number:

Property Address

Subordinate Loan

Name of Lender:

Address:

Phone Number:

Loan Number:

We hereby authorize Johannesmeyer & Sawyer, PLLC to obtain payoff information on the above identified loans. Our signatures appearing below shall also serve as an authorization and request to freeze any lines of credit, equity lines from any further draws, extensions or the like, including but not limited to draws as a result of overdraft protection or any other means.

I/we hereby acknowledge and agree that certain charges on my HUD – 1 Settlement Statement, including but not limited to overnight/courier and recording fees, may not reflect the actual costs and in fact may be more than the actual costs to the settlement agent. The additional amount(s) may vary and are to help cover the administrative aspects of handling the item or service. I/we hereby consent to and accept the above-referenced up-charges.

Please provide a written payoff statement and fax it to:
Johannesmeyer & Sawyer, PLLC

Thank you for your assistance in this matter.

Seller 1

Signature Date:

SS#:

Seller 2

Signature Date:

SS#: