



362 S. Charles G. Seivers Blvd.
Clinton, Tennessee 37716
Telephone 865.776.6820
Facsimile 865.463.7881
www.buyerschoicetitletn.com

SELLER INFORMATION SHEET

Please return this form to us at your earliest convenience via one of the following methods:

By Email: orders@buyerschoicetitletn.com
By Fax: (865) 463-7881
By Mail: Buyer's Choice Title Company, Inc.
ATTN: Orders
362 S. Charles G. Seivers Blvd.
Clinton, TN 37716

**a fillable pdf of this form is available on our website

Contact Information

Seller Name(s): _____

Best Phone Number to contact you: _____

E-mail Address: _____

Current Mailing Address (if different than subject property address):

Mailing Address after Closing (if known):

Preferred method for receiving documents/correspondence from us? _____

Subject Property Information

Street Address: _____

City: _____ State: _____ Zip: _____

Is subject property responsible for city taxes? [] Yes [] No

If Yes, please list the Tax ID No.: _____

If Yes, are taxes paid and current? [] Yes [] No

County: _____

Is subject property responsible for county taxes? [] Yes [] No

If Yes, please list the Tax ID No.: _____

If Yes, are taxes paid and current? [] Yes [] No

Existing Financing

Please describe all seller-obligated financing that currently exists on the subject property:

Loan # 1

Lender Name: _____

Account/Loan No.: _____

Lender Contact Name: _____

Lender Address: _____

Lender Phone Number: _____

Payoff Amount (if known): \$ _____

Equity Line Loan # 1

Lender Name: _____

Account/Loan No.: _____

Lender Contact Name: _____

Lender Address: _____

Lender Phone Number: _____

Payoff Amount (if known): \$ _____

Loan # 2

Lender Name: _____

Account/Loan No.: _____

Lender Contact Name: _____

Lender Address: _____

Lender Phone Number: _____

Payoff Amount (if known): \$ _____

Private Loan # 1

Lender Name: _____

Account/Loan No.: _____

Lender Contact Name: _____

Lender Address: _____

Lender Phone Number: _____

Payoff Amount (if known): \$ _____

HOAs/Condominiums

Is the subject property part of a Homeowners/Condo Association? [] Yes [] No

If YES, please provide us with the following information (if known):

HOA/Condo Association Name: _____

Management Company: _____

Mailing Address: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

Annual Dues: \$ _____ [] Paid and Current

[] Delinquent in amount of \$ _____

Disbursement of Proceeds

Please indicate your preference as to how we are to disburse the seller's net proceeds subsequent to closing:

[] Remit seller's entire net proceeds in the form of a trust account check payable to:

PAYEE: _____

[] Remit trust account checks as follows: (please indicate the appropriate amount or percentage for each Payee listed below)

PAYEE: _____ Amount \$ _____

PAYEE: _____ Amount \$ _____

PAYEE: _____ Amount \$ _____

PAYEE: _____ Amount \$ _____

PAYEE: _____ Amount \$ _____

[] Remit seller's entire net proceeds via wire transfer to:

Bank Name: _____

Bank Contact Person: _____

Address: _____

Phone Number: _____

Account No.: _____

ABA/Routing No.: _____

Credit to (Payee(s)/Name(s) on Account): _____

***Please be aware the failure to supply correct ABA/Routing Number may result in a delay in receiving your proceeds. As such, please confirm these numbers with your bank prior to closing. Additionally, please inquire from your bank as to any specific wiring instructions that should be made to our attention prior to closing.**

Miscellaneous

- (1) Would you like us to prepare the transfer deed on Seller's behalf? [] Yes [] No
- (2) Is the subject property part of a new construction project? [] Yes [] No
- (3) Is the subject property responsible for any additional assessments/dues other than HOA/Condo dues previously listed? [] Yes [] No

If YES, please describe: _____

- (4) Is there a mobile or manufactured home on the subject property? [] Yes [] No

If YES, has an Affidavit of Affixture been recorded? [] Yes [] No

Is there a current loan against the mobile home? [] Yes [] No

If YES, please describe: _____

- (5) Are there any lease agreements in connection with fixtures to the subject property being sold or assigned to the buyer (i.e., solar energy equipment, etc.?) [] Yes [] No

If YES, please describe: _____

- (6) Will any of the sellers require a Power-of-Attorney? [] Yes [] No

If YES, would you like us to prepare the Power-of-Attorney(s)? [] Yes [] No

- (7) Are you represented by a real estate broker?

If YES, please provide the following information:

Company Name: _____

Agent Name: _____

Phone Number: _____

Email Address: _____

Additional /Instructions/Information

Please feel free to use this space to disclose any additional instructions or information you may deem relevant to this transaction: