



2670 Airport Road S.
 Naples, FL 34112
 p. 239.963.1635
 f. 239.791.1208
 Info@ParadiseCoastTitle.com
 www.ParadiseCoastTitle.com

Seller Information Form

Thank you for allowing Paradise Coast Title & Escrow to help you with the sale of your property. We are asking you for this information so that we can close your transaction quickly and efficiently. **Per Florida state law, all of the information will be kept strictly confidential.**

Please circle the appropriate answers and fill in all of the blanks to the best of your ability.
 Upon completion of this form please fax to (239) 791-1208 or email to
Amy@ParadiseCoastTitle.com

Should you have any questions or need assistance completing this form, please contact a Paradise Coast Title & Escrow team member at (239) 963-1635.

We look forward to working with you, and thank you for the opportunity to be of service.

Property Address: _____

Please send a clear copy of your driver license or passport with this form

1. SELLER #1 NAME: _____

Please provide exact name as printed on driver's license

GENDER: MALE / FEMALE **MARITAL STATUS:** MARRIED / SINGLE / WIDOW

ARE YOU A U.S. CITIZEN OR GREENCARD HOLDER? YES NO

SOCIAL SECURITY NUMBER: _____

PHONE: _____ **CELL:** _____

EMAIL: _____

POST CLOSING ADDRESS: _____

This is the address where we will send all of your documents after closing

PLEASE COMPLETE #2 ONLY IF YOU HAVE A CO-SELLER

SELLER #2 NAME: _____

Please provide exact name as printed on driver's license

GENDER: MALE / FEMALE MARITAL STATUS: MARRIED / SINGLE / WIDOW

ARE YOU A U.S. CITIZEN OR GREEN CARD HOLDER? YES NO

SOCIAL SECURITY NUMBER: _____

PHONE: _____ CELL: _____

EMAIL: _____

POST CLOSING ADDRESS (IF DIFFERENT THAN ABOVE): _____

This is the address where we will send all of your documents after closing

1. **WILL YOU BE PRESENT TO SIGN YOUR CLOSING DOCUMENTS AT OUR OFFICE IN NAPLES, FLORIDA AT THE TIME OF CLOSING?** YES NO

2. **IS THE PROPERTY THAT YOU ARE SELLING HELD IN A TRUST?** YES NO
If yes, please provide a copy of the ENTIRE trust

3. **ARE ANY OF THE PEOPLE ON THE DEED DECEASED?** YES NO
If yes, please provide us with the ORIGINAL death certificate

4. **IS THIS PROPERTY YOUR HOMESTEAD?** YES NO
If no, please list your primary residence below

5. **CURRENTLY OR RECENTLY GONE THROUGH A DIVORCE?** YES NO
If yes, what is the status?

6. **ARE YOU AWARE OF ANY LIENS OR JUDGEMENTS AGAINST YOU?** YES NO
If yes, please list them: _____

Should you have any questions or need assistance completing this form, please call (239) 963-1635 and ask for a Paradise Coast Title & Escrow team member.

7. ARE THERE MORTGAGES ON THE PROPERTY? YES NO

*If yes, please complete mortgage holder information below
Please also complete and return the Third Party Authorization form on page 6*

FIRST MORTGAGE HOLDER:

BANK NAME: _____

LOAN NUMBER: _____

CUSTOMER SERVICE PHONE NUMBER: _____

Please include a copy of your last mortgage statement with this form

SECOND MORTGAGE HOLDER:

BANK NAME: _____

LOAN NUMBER: _____

CUSTOMER SERVICE PHONE NUMBER: _____

Please include a copy of your last mortgage statement with this form

8. HOW OFTEN DO YOU PAY YOUR PROPERTY TAXES?

ANNUALLY / QUARTERLY / MORTGAGE COMPANY PAYS

9. DO YOU PAY DUES TO A HOA/CONDO.ASSOCIATION? YES NO

If yes, please complete association information below

MASTER/CONDO ASSOCIATION:

NAME: _____

PHONE: _____ FAX: _____

HOW MUCH DO YOU PAY: \$ _____

HOW OFTEN? MONTHLY / QUARTERLY / ANNUALLY

NEIGHBORHOOD ASSOCIATION:

NAME: _____

PHONE: _____ FAX: _____

HOW MUCH DO YOU PAY: \$ _____

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and ask for a Paradise Coast Title & Escrow team member.**

HOW OFTEN? MONTHLY / QUARTERLY / ANNUALLY

COUNTRY CLUB/OTHER ASSOCIATION:

NAME: _____

PHONE: _____ FAX: _____

HOW MUCH DO YOU PAY: \$ _____

HOW OFTEN? MONTHLY / QUARTERLY / ANNUALLY

10. HAVE YOU MADE ANY MAJOR IMPROVEMENTS TO THE PROPERTY? YES NO

If yes, please list them:

11. IS THIS A SHORT SALE? (You owe more than you are getting) YES NO

12. DO YOU HAVE A TITLE INSURANCE POLICY? YES NO

Issuing Company Name: _____

Please fax or email a copy of the policy IMMEDIATELY. If your contract is a NABOR contract, you have 10 days to provide this policy

13. DO YOU HAVE A SURVEY? YES NO

What is the name of the company that prepared survey?

Please include a copy of your survey with this form

14. DO YOU HAVE TENANTS THAT LEASE THE PROPERTY? YES NO

If yes, please forward a copy of the lease agreement as soon as possible

15. TO WHOM DO YOU MAKE YOUR WATER/SEWER BILL PAYMENT?

Company Name: _____

Phone: _____ Average Amount Due: \$ _____

How Often: MONTHLY / BI-MONTHLY / OTHER

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HOW DO YOU WANT TO RECEIVE YOUR PROCEEDS FROM THE SALE?

- CHECK – It will be mailed to the post-closing address above and it may take up to 7-10 days to clear your account.
- WIRE – If closing occurs after 4:00 p.m., and you have chosen to receive your proceeds via wire transfer, we will send your wire the following business day OR you may opt for a check. We do not charge to send a wire but your bank may charge to receive a wire.

ADDITIONAL INFORMATION:

I /we, the undersigned, hereby certify that all of the information provided on this Seller Information Form is true, correct and accurate to the best of our knowledge. I/we also acknowledge that providing false information in an attempt to commit fraud could subject us to state and federal criminal and civil penalties. In addition, I/we agree to pay Paradise Coast Title & Escrow LLC’s closing fee.

Pursuant to Florida Statute 626.954, I/we agree to reimburse Paradise Coast Title & Escrow for any monetary advances made on my/our behalf for items, including but not limited to, estoppels, lien searches, application fees, etc.

PLEASE BE ADVISED: Paradise Coast Title & Escrow, LLC does not provide legal advice. Unless otherwise expressly stated in writing, Sam J. Saad III does not represent the buyer or seller in your transaction.

Due an increase in internet and email hacking and fraud, and for your protection, Paradise Coast Title & Escrow will call and verbally verify all wire transfer amounts and instructions received **BEFORE** a wire is initiated. **DO NOT SENT A WIRE UNLESS YOU HAVE CONFIRMED OUR WIRE INSTRUCTIONS VERBALLY.** Paradise Coast Title & Escrow, its affiliates and underwriters will not be held liable if you become a victim of fraud. **WIRE CUTOFF** is 4:00 p.m.

Seller DATE: _____

Seller DATE: _____

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THIRD PARTY AUTHORIZATION

Borrower Name(s): _____

Property Address: _____

Mortgage Holder: _____

Loan Number: _____

I/We, the above named borrower(s) authorize the above named Mortgage Holder to discuss specific account information regarding the above referenced loan with Sam J. Saad III, Jason Sizemore, Kristine Kokinda, Amy Saad, Brianna Hinrichs or Nicole Heath of Paradise Coast Title & Escrow, LLC, until revoked.

In giving my/our authorization, I also release Paradise Coast Title & Escrow, LLC, its officers, agents and employees of any liability arising as a result of this authorization.

	***_**_	
Borrower's Signature	Last 4 of SSN	Date

	***_**_	
Co-Borrower's Signature	Last 4 of SSN	Date