



**221 South Third St. Clarksville, TN 37040**  
**(931) 906-0555 phone (931) 645-6669 facsimile**

## **SELLER CLOSING INFORMATION**

- **IDENTIFICATION:** Bring to closing a government issued picture ID (driver's license or passport).
- **SELLER INFORMATION FORM:** Fill out the attached "Seller Information Form." It is critical that you return this to us as soon as possible. Delaying return of the needed information could result in additional fees from your lender and/or Homeowner's Association for rush requests.
- **FUNDS FROM CLOSING:** There is a section on the Seller Information Form for you to complete if you would like your funds wired.
- **FUNDS TO CLOSE:** In the event that the seller must bring money to close, any funds must be in the form of certified funds (certified check, cashier's check or money order), and any amount over \$5,000 must be wired. Please note that we cannot accept ACH or Electronic transfers – it must be sent in the form of a wire, and almost all banks require that you go to the branch in person to request and initiate a wire.
- **POWER-OF-ATTORNEY:** If the Seller is unable to attend the closing, we can prepare a Power of Attorney (POA). Please let us know as soon as possible if a POA is required so we can provide you with the POA and specific execution instructions in a timely fashion. Please note there is an \$85 fee for POA preparation and recording. For those who already have a general or durable POA, please send it to us to review.
- **MAIL AWAY:** If you require a mail-away, please note that you will need to sign the deed conveying title to the buyer in front of a notary. We charge a mail away fee of \$50.00, and the notary who you sign in front of may charge you a fee as well.



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## SELLER INFORMATION FORM

Thank you for granting us the opportunity to perform your closing! To facilitate our efforts to prepare the file for closing as promptly and accurately as possible, please return the requested information as soon as you can to:

FAX TO 931-645-6669 or EMAIL TO [MMASSEY@SHARONMASSEYLAW.COM](mailto:MMASSEY@SHARONMASSEYLAW.COM)

CLOSING DATE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

CONTACT: Best Phone Numbers (1) \_\_\_\_\_ (2) \_\_\_\_\_

PAYOFF: First Mortgage Lender: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Second Mortgage Lender: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

### HOMEOWNERS ASSOCIATION:

Name of Assoc.: \_\_\_\_\_ Phone#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Amount Due: \_\_\_\_\_ Per \_\_\_\_\_

### POWER OF ATTORNEY:

Do you need to appoint a "power of attorney" to sign on your behalf? \_\_\_\_\_. If yes, please provide their name: \_\_\_\_\_. The charge to prepare and record the POA is \$50.00

SALE PROCEEDS: Do you need your proceeds wired? \_\_\_\_\_. If yes, please return a copy of a voided check or your wire instructions with this form. Please note we will collect a wire fee of \$12.50 on the settlement statement for wires.



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**PAYOFF AUTHORIZATION FORM**

Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

SSN/EIN: \_\_\_\_\_

Mortgage Company Name: \_\_\_\_\_

Mortgage Company Phone: \_\_\_\_\_

Mortgage Account Number: \_\_\_\_\_

**I hereby authorize Massey Title & Escrow, LLC to contact my lender and order balance and payoff statements associated with my accounts. It is understood that a copy of this form will also serve as authorization.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**