



# ANCHOR TITLE

REAL ESTATE CLOSINGS

Tennessee Closings  
725 Cool Springs Blvd Suite 201  
Franklin, TN, 37067  
Office // 615.807.1208  
Fax // 615.807.1209

Florida Closings  
1211 N. Westshore Blvd Suite 416  
Tampa, FL 33607  
Office // 813.286.7300  
Fax // 813.286.7301

## Sellers' Information Sheet

To help us **more efficiently** process and expedite your closing, please provide the following information, which we pledge **to keep private and confidential**. Please print as clearly as possible and fax back to us.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1st Sellers' Name: \_\_\_\_\_ 1st Sellers' SSNs: \_\_\_\_\_

Marital Status of Sellers (please check):    Married    Single    Husband and Wife    Married, but not to each other

Email Address: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

1st Seller's Forwarding Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2nd Sellers' Name: \_\_\_\_\_ 2nd Sellers' SSNs: \_\_\_\_\_

Marital Status of Sellers (please check):    Married    Single    Husband and Wife    Married, but not to each other

**\*\*If there is more than one seller and they are not husband and wife, please specify marital status of each seller.\*\***

2nd Seller's Forwarding Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



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For each mortgage on the subject property (including lines of equity/HELOCs), please provide the following info:

1st Mortgage: Lender's Name: \_\_\_\_\_

Loan # \_\_\_\_\_ Lender's Phone: \_\_\_\_\_

2nd Mortgage: Lender's Name: \_\_\_\_\_

Loan # \_\_\_\_\_ Lender's Phone: \_\_\_\_\_

Homeowners Association managed by: \_\_\_\_\_

Phone: \_\_\_\_\_ Will all sellers be present at the closing? \_\_\_\_\_

If not, please call the office for specialized arrangements. Anything you think we should know, please advise: \_\_\_\_\_

## **\*\*\*Some things we'd like you to know about your closing\*\*\***

1. All funds due at closing must be in the form of a wire transfer. We do not accept ACH or other electronic transfers as they can be reversed without our consent.
2. If you wish/intend to take title in a trust, we will need to review a copy of the trust and any amendments. Further, your lender needs to be aware of and agree to you taking title in trust.
3. If you are a married person and the property being bought is intended to be your primary residence, your spouse will need to join in the execution of the mortgage, even if the loan is only in your name alone and the property will be title only in your name alone—this is due to the Homestead requirements in the Florida Constitution. This is also true even if you are “legally separated” from your spouse.
4. If you are borrowing funds from an institutional lender (i.e. a big mortgage lender), we will need a survey of the property. If you have ordered a survey, please notify us immediately so that we can avoid multiple surveys being ordered—they are not cheap! We will also be contacting your Realtor to verify whether they have or will be ordering a survey. If you are paying cash for the property, it is your option to have a survey performed. We will not order a survey unless you ask us to. If no survey is performed and submitted to us, there will be a general exception to your owner's policy of title insurance for “facts which would be disclosed by an accurate and comprehensive survey of the premises herein described.
5. We exist to serve you. There are no stupid questions. Please help us help you by telling us what you need.