

Palmetto Law Associates, LLC  
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(Please return all forms to [assistant@palmetto-law.com](mailto:assistant@palmetto-law.com).)

Rhonda F. Benfield

**SELLER INFORMATION**

The following information is required in order to expedite closing. Please complete this form in its entirety. If an item does not apply, please indicate "N/A".  
Failure to furnish us with the requested information in a timely manner ***MAY RESULT IN THE CLOSING BEING MOVED TO A LATER DATE.***

Our firm will not be responsible for closings that need to be re-scheduled due to a lack of receipt of information on existing liens or other items to be furnished by the Sellers. Borrowers may ask Sellers to incur any penalties and/or fees imposed by their Lender due to Borrowers not being able to close as scheduled, or for any "rush" fees charged due to the delayed receipt of this information.

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

Will seller be at closing? YES \_\_\_\_\_ NO \_\_\_\_\_

If the seller will not attend, please advise if the closing will be taking place by:

Mail: \_\_\_\_\_ Power of Attorney: \_\_\_\_\_

(If closing by mail, you will still be required to sign before a notary and witnesses, etc.)

(If closing by Power of Attorney, please provide a copy of your POA, or let us know if you need our firm to prepare the document(s) for you.)

Does this property contain a mobile home? YES \_\_\_\_\_ NO \_\_\_\_\_

Is anyone listed as a Seller on the sales contract DECEASED? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you currently making installment payments for county taxes? YES \_\_\_\_\_ NO \_\_\_\_\_

(This is NOT regarding taxes escrowed in your mortgage payment.)

Are there personal/furniture/fixtures taxes associated with this property? YES \_\_\_\_\_ NO \_\_\_\_\_

Seller #1 (PLEASE INCLUDE FULL MIDDLE NAME)

Name: \_\_\_\_\_ SSN / TAX ID: \_\_\_\_\_

Phone #s: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widow(er) \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

Seller #2 (PLEASE INCLUDE FULL MIDDLE NAME)

Name: \_\_\_\_\_ SSN / TAX ID: \_\_\_\_\_

Phone #s: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widow(er) \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

**\*\*If the property is in the name of a Trust, Corporation, or LLC, please fax or email copies of the Trust Agreement, Articles of Incorporation, Operating Agreement or By-Laws, as applicable.\*\***

First Mortgage: Lender: \_\_\_\_\_  
Loan Number: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Are your payments current on this loan? YES \_\_\_\_\_ NO \_\_\_\_\_

Second Mortgage: Lender: \_\_\_\_\_  
Is this a HELOC or Second Mortgage: \_\_\_\_\_  
Loan Number: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Are your payments current on this loan? YES \_\_\_\_\_ NO \_\_\_\_\_

HOA: Name: \_\_\_\_\_  
Contact Name and Phone Number: \_\_\_\_\_  
Amount of dues: \_\_\_\_\_ Paid: Annually/ Monthly/Quarterly  
Are your payments current on this account? YES \_\_\_\_\_ NO \_\_\_\_\_

Listing Agent Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

COMMISSIONS: \_\_\_\_\_ % Seller's Agent \_\_\_\_\_ % Buyer's Agent

**SALES PROCEEDS:**

Do you prefer to receive a check \_\_\_\_\_ or wire transfer \_\_\_\_\_? (check one)

\*\*\*All wires are typically sent **within 24 hours of closing** and there is a 25.00 fee\*\*\*

**\*\*\*WE CANNOT GUARANTEE A SAME DAY WIRE TRANSFER\*\*\***

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

**ARE YOU A SOUTH CAROLINA RESIDENT??** YES \_\_\_\_\_ NO \_\_\_\_\_

**If the answer is NO, please read below:**

If the property being sold is in South Carolina, you will be required to complete an I-295 (SC withholding form) at closing, and if you are recognizing a gain, we may have to collect SC withholding tax. Please see item #20 in the sales contract with regard to SC withholding as well. If you have any questions about how to complete this form and/or whether or not you will recognize a gain on the sale of this property, please contact your accountant. Our firm cannot assist in the completion of this form.

**If we need to withhold SC taxes, you MUST provide that information prior to closing. If you do not, your closing will be delayed or potentially postponed.**

IF YOU ARE OPTING TO RECEIVE A WIRE FOR YOUR SALES PROCEEDS,  
PLEASE BRING THE FOLLOWING INFORMATION WITH YOU TO CLOSING

(DO NOT COMPLETE THE INFORMATION AND SEND IT TO US PRIOR TO  
CLOSING):

**Bank Name**

**Bank Address**

**Routing # \*\*\***

**Account #**

**Name on this account**

(Please provide the name on the account, not the account type.)

**Address of this account**

\*\*\*PLEASE CONFIRM WITH YOUR BANK that you are providing the correct ABA/routing number for sending a wire transfer.

\*\*\*DO NOT USE THE ROUTING NUMBER FROM YOUR CHECKBOOK!!!

Palmetto Law Associates will not be responsible for any fees incurred due to any incorrect wiring information provided.