



CHOICE SETTLEMENT GROUP, LLC

14750 Main Street, Suite B, Upper Marlboro, MD 20772, Telephone: (301) 574-4333, Fax: (301) 574-4334

SELLER(S) INFORMATION FORM

Please complete each section, please note N/A if not applicable

Name(s): _____

Property Address: _____

Home No.: _____

Seller No 1 SSN: _____ Mobil No: _____

Other: _____ Email: _____

Seller No 2 SSN: _____ Mobil No: _____

Other: _____ Email: _____

First Mortgage Payoff Information (Please note if this is a Short Sale please state so and fax us a copy of the Short Sale Payoff)

Lender Name: _____

Loan Number: _____

Phone No.: _____

Second Mortgage Payoff Information (Please note if this is a Short Sale please state so and fax us a copy of the Short Sale Payoff)

Lender Name: _____

Loan Number: _____

Phone No.: _____

HOA/CONDO Management Information



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Management Co. Name: _____

Contact Person: _____

Phone No.: _____ Fax No.: _____

Please answer the following questions

1. Is this rental property? yes: _____ no: _____
if "yes"; has the tenant been offered Right of First Refusal?
yes _____ no _____ (if "yes" provide copies)
2. How many units are in the property? _____
3. Are you a Maryland Resident? yes: _____ no: _____
4. Will you be present at Closing? yes _____ no _____
If "no" Will the seller(s) need a Power of Attorney drafted?
yes _____ no _____
**(PLEASE NOTE THE POWER OF ATTORNEY MUST BE APPROVED
BY CHOICE SETTLEMENT GROUP, LLC LEGAL STAFF (IF NOT
PREPARED BY THE COMPANY) PRIOR TO SETTLEMENT)**
5. Would you like your settlement proceeds wired? _____ if "yes" please
be advised there is a \$50.00 bank wire fee, per wire.
6. Are you going thru a divorce? yes _____ no _____ (If "yes" please
provide us with a copy of your Separation Agreement)
7. Has a death occurred of any party on title?` yes _____ no _____
if "yes", please fax a death certificate and any Estate documents prior to
Settlement.
8. If a Corporation/LLC please fax all Corporate/LLC documents prior to
Settlement, to include the Letter of Good Standing for the State the
Corp./LLC is organized under, Resolution, Operating Agreement, Article of
Organization.



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9. Will you be providing a Home Warranty? _____ if "yes"

Company Name: _____

Amount of Warranty\$ _____

10. Is this property in the Pre-Foreclosure Stage? _____ yes _____ no

11. Are there any judgments and/or tax liens filed against the seller(s)? If "yes" please explain _____

NOTE: All Federal Tax Liens will need to be obtained by the sellers and we must be provided with a complete copy.

Other pertinent information pertaining to this transaction:

Real Estate Agent Name/Broker: _____

Email Address: _____

Phone No.: _____

Commissions: _____

Listing Agent %: _____

Admin Fee: _____

Selling Agent %: _____



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Please fax the requested information to **301-574-4334** or you can email it to neworders@choicessettlement.net. And as always do not hesitate to contact us with any questions at **301-574-4333**.

Thank you and we look forward to working with you!

Choice Settlement Group, LLC Processing Team!