



Covenant Closing & Title Services

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Palm Coast Office

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QuickClose™ Program's Seller Information Sheet

PLEASE RETURN COMPLETED INFORMATION SHEET, COPY OF YOUR DRIVER'S LICENSE(S), AND ANY DOCUMENTS REQUESTED BELOW TO OUR OFFICE IN PERSON OR BY EMAIL.

Property Address for Sale: _____

Listing Price (or estimate): _____

1. If Seller(s) are individuals, complete the following:

Seller 1

Seller 2

a. Full legal name (First, Middle and Last)

b. Social Security Number

c. U.S. Citizen?

Yes No

Yes No

d. Marital Status:

Married* Single

Married* Single

Divorced Widowed

Divorced Widowed

* IF MARRIED, YOUR SPOUSE IS REQUIRED TO SIGN

2. If Seller is a corporation, LLC, trust, estate, or other entity, complete the following:

a. Legal name:

b. Who will be signing for the Seller at closing that has the authority to do so?

Name*: _____

Title: _____

** ATTACH DOCUMENTATION SHOWING THIS AUTHORITY FOR OUR STAFF TO REVIEW (BY-LAWS, TRUST AGREEMENT, ETC.)*

c. EIN/TPIN: _____

Seller 1

Seller 2

3. Since purchasing the property, has there been any of the following?

Divorce*

Marriage

Divorce*

Marriage

Bankruptcy

Death*

Bankruptcy

Death*

**(If divorce, we need a copy of the Divorce Decree. If death, we need a copy of Death Certificate and legal disposition.)*

4. Forwarding (New) Address: _____



5. Contact Info:

a. Primary Phone:

 Mobile Home Work

 Mobile Home Work

b. Secondary Phone:

 Mobile Home Work

 Mobile Home Work

c. Email Address:

6. Is there a tenant on the premises? Yes No If Yes, please contact our staff ASAP.

7. Is this the sale of your principal residence? Yes No

8. Current Mortgage Information:

We must contact all your mortgage companies well in advance of closing to order payoffs for your outstanding loans. Please provide the information below and sign where indicated so that we may obtain valid payoffs. In some instances, you may still be asked to contact your lender directly as some lenders will not release this information to third party representatives. Failure to comply with this section 8 may delay closing! Use the space provided on page 3 for additional loan information if needed.

1st Mortgage

2nd Mortgage/Equity Line

Bank Name: _____

Account #: _____

Approximate Balance: _____

Phone: _____

Signature X _____

X _____

“My(Our) signature(s) above constitutes my(our) authorization to allow any employee of Indepth Title Solutions, Inc. dba Covenant Closing & Title Services to obtain mortgage information and order a payoff on these or any other mortgage accounts on my(our) behalf and to close or block said accounts.”

9. Will you attend closing at our Palm Coast Offices? Yes No

If No, please contact our office. Additional charges may apply for out of area signings, e.g. Certified Signing Agent Fees to sign your documents at a time and place outside our service area/state.

Attorney Information: _____

Name: _____ Firm: _____

Phone: _____

Please note: Additional fees may apply for 1031 Exchanges.

10. Homeowners Association or Management Company Info:

Company/Contact: _____

Phone: _____ (Required)

Amount of Dues: _____ Frequency of Dues: _____



11. Do you have a current survey? Yes No IF YES, PLEASE ATTACH

Have there been any improvements to the Property since survey was completed? Yes No

List any changes to the Property (i.e., pool, shed, improvements, removals): _____

PLEASE USE THE AREA BELOW FOR AREAS AND FEATURES OF THE HOME YOU WOULD LIKE HIGHLIGHTED IN THE MARKETING MATERIALS, OR ADDITIONAL COMMENTS:

Multiple horizontal lines for providing additional comments or marketing highlights.

PRIVACY POLICY

The collection of personal information about you, both public and nonpublic, is necessary in order to complete the transaction process. The type of information we need to collect is included, but not limited to, the following:

- Personal and financial information including, but not limited to your name, address, telephone number, social security number, loan numbers and account numbers.
- Information as it relates to you and this transaction with us, our affiliates, or others.
- Federal, state, and county records

This information is collected from you, your lender, attorney, real estate broker, and or any other representatives acting on your behalf.

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except when necessary and as permitted by law.

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide the products or services requested by you or your lender.

We maintain physical, electronic and procedural safeguards that comply with appropriate federal and state regulations to ensure the protection of this information.