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 LICENSED IN NC, SC, FL\* & PA  
 \*CURRENTLY INACTIVE



WELTON LAW, LLC  
 MAILING ADDRESS:  
 2025 EBENEZER ROAD, SUITE K4  
 ROCK HILL, SC 29732  
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## SELLER INFORMATION SHEET

**Congratulations on the sale of your home!** Our usual and customary fee for the preparation of seller documents is **\$275.00**. This fee includes obtaining payoff information and homeowner's association information as well as deed preparation.

**Please complete this form along with the Release form and return them to our office within five (5) business days of receipt in order to avoid any delays in your transaction.** The form is fillable, and all of the information below is necessary to help ensure a smooth and timely closing. Should you have any questions, please do not hesitate to contact us.

**Seller(s) Information:**

Name:	Last 4 of SS#	Phone Number	Email	SC Resident

<b>Property Address:</b>	
<b>Forwarding Address:</b>	

<b>Realtor Info:</b>		<b>Email:</b>	
<b>Phone #:</b>		<b>Commission Total:</b>	
		<b>Listing Agent %:</b>	
		<b>Selling Agent %:</b>	

Was this home your primary residence?

<b>HOA Mgmt Company:</b>		<b>Email:</b>	
<b>Phone #:</b>		<b>Contact:</b>	
<b>Frequency of Dues:</b>		<b>Amount of Dues:</b>	

Is the seller an entity?

If yes, type:

If you are an **LLC**, please provide the following:

Articles of Organization       Operating Agreement       Certificate of Good Standing

If you are a **corporation**, please provide the following:

Articles of Incorporation       By-Laws       Certificate of Good Standing

If you are a **partnership**, please provide the following:  Partnership Agreement

If you are an **estate**, please provide:  Death Certificate     Letters (Testamentary / of Administration)

If you are a **trust/trustee**, please provide the following:  Certificate of Trust     Trust (if no Certificate of Trust)

**\*\*\*A Certificate of Trust is required to be filed in the Register of Deeds for the county, in which the property is located. If you do not have a Certificate of Trust, you can request that the attorney, who prepared the Trust, prepare a Certificate of Trust, or our office can prepare it for an additional fee of \$100.00.\*\*\***

Would you like our office to prepare a Certificate of Trust?

Will all seller(s) attend closing?

If not, please select how the seller(s) will execute the necessary documents.

Please note:

- Mail away documents – **additional \$75.00 per seller (if sending to different locations)**
- Power of Attorney prepared by [Welton Law, LLC](#) – **additional \$75.00 per document**
- Power of Attorney (I have my own). – **additional \$75.00 to review** (You **must** provide this document when you return this form so that **(1) the attorney can determine the Agent does in fact have the power to execute the documents on behalf of the Principal and (2) the attorney can ensure it complies with state requirements for recording.**

### **Important items to note:**

1. Please have your client(s) sign the attached release of information. Most lenders require a written authorization to release information. The signature must be a **wet** (actual) signature; it cannot be DocuSigned.
2. Please advise your client(s) that if one of their loans is a line of equity against this property they should **NOT** take any further draws/advances from the account, as this may result in the payoff being incorrect, or close the account prior to the closing.
3. We will not act as escrow agent for the purpose of holding money for repairs or any other issues that are to be resolved after closing.
4. If Powers of Attorney are to be used at closing, we need to have those as soon as possible to ensure they will not delay closing.
5. All funds for closing **MUST BE** wired to our office in advance of closing. Please be certain that either you or your realtor forward all invoices to be included on the settlement statement to our office as soon as possible and at least **three (3) business days** prior to closing. A delay in the receipt of invoices may delay preparation of the settlement statement and the closing.
6. Certain charges on the settlement statement may not reflect the actual costs and in some instances may be more than the actual costs to the closing attorney. The additional amount(s) may vary and are to help cover the administrative aspects of handling the particular item or service.
7. If you would like your funds wired after closing, there is a charge of **\$35.00** per wire. You must complete the wire request form for [Welton Law, LLC](#), with the information as to where the wire will be sent. While you may provide a check for your account or written wiring instructions from another law firm or institution, we will **NOT** process your wire without our wire request form being completed and signed. **Failure to comply with these instructions may result in a delay in receiving your net sale proceeds via wire or the closing attorney receiving your funds for a subsequent purchase.**