



# MOLLOY LAW, LLC

## SELLER INFORMATION CHECKLIST

Please review and complete this Information Checklist to the best of your ability and return it to our office via email to [realestate@molloylawllc.com](mailto:realestate@molloylawllc.com), fax to 866-450-4884 or by mail to 15 Woodland Center Drive, P.O. Box 687 Grove City, PA 16127. If you have any questions, please contact our office at 724-458-4805.

### PART I: CONTACT INFORMATION

YOU	SPOUSE
What is your <b>legal</b> name? _____	What is your spouse's <b>legal</b> name? _____
First Middle Last	First Middle Last
How do you want your name to appear on legal documents? _____	How do you want your name to appear on legal documents? _____
DOB: _____ U.S. Citizen? __ Yes __ No	DOB: _____ U.S. Citizen? __ Yes __ No
SSN: _____	SSN: _____
Home Address: _____ Street	City State Zip
County where you reside: _____	Home Phone #: _____
Cell Phone #: _____	Cell Phone #: _____
Email Address: _____	Email Address: _____
May we email your drafts to you? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you intend to use a Power of Attorney? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please forward a copy for review.	

**PART II: MORTGAGE PAYOFF**

If there is a mortgage that exists on your property, we will be required to order a payoff statement to be used at the time of closing. Please check the applicable information below:

- I do not have an existing mortgage on the property.
- I direct Molloy Law, LLC to obtain my loan payoff statement for closing. By selecting this option, I understand that Molloy Law, LLC will be in contact with me regarding an authorization to obtain this information.

**PART III: PROCEEDS**

Proceeds may be received in the form of an IOLTA Account Check (no fee) or by Wire Transfer (fees apply). Kindly select your preference below:

- Check
- Wire Transfer

If you have selected a Wire Transfer please complete the following wire instructions:

Bank Routing #: \_\_\_\_\_  
Bank Account #: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
\_\_\_\_\_

Name on the Account: \_\_\_\_\_

***Please note wire transfers may be subject to additional fees from our financial institution and/or your financial institution.***

**PART IV: LEASES**

As part of the title insurance process, please provide a full copy of any existing oil and gas leases or any other lease agreements.

- No lease(s).
- Existing lease(s) attached.

**PART V: SCHEDULE OF CLOSING**

A confirmed closing time cannot be scheduled until our office receives a "Clear to Close." We will provide final settlement figures in advance and as soon as they are readily available. **Please keep in mind this is often very close to the time of closing.** As part of preparation for closing our office needs to understand whether you will attend closing. Please indicate your intention below:

- Yes, I will attend closing.
- No, I will not attend closing.

***Please note we will need all parties to attend closing or to have planned without our office not to attend.***

**PART VI: OTHER CONSIDERATIONS**

**Homeowner's Association (HOA):**

If you are a member of a Homeowner's Association, please provide the contact information for your Association:

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_

**Mobile Home:**

If this transaction concerns a mobile home, please provide a copy of the title. In the event you do not have a copy of the title or written confirmation that it has been retired by the Commonwealth of Pennsylvania, please contact our office immediately as we will need to obtain additional information.