

# REAL ESTATE QUESTIONNAIRE (SELLER)

## Rincker Law, PLLC

### I. GENERAL INFORMATION

Client Name (s): \_\_\_\_\_ Married? Y N

Address of Property being sold: \_\_\_\_\_

Address (after sale): \_\_\_\_\_

Email Address (es): \_\_\_\_\_

Daytime Phone Number (cell): \_\_\_\_\_ (other): \_\_\_\_\_

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### II. LOAN PAYOFF INFORMATION (Please attach a copy of a recent statement from your loan company, if you have one.)

Name of Mortgage Company: \_\_\_\_\_

Account Number: \_\_\_\_\_

Phone No. for Payoff Information: \_\_\_\_\_

Does your mortgage payment include an amount for real estate taxes? Y N

Name of second Mortgage Company, if any: \_\_\_\_\_

Account Number: \_\_\_\_\_

Phone No. for Payoff Information: \_\_\_\_\_

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What is your favorite drink? \_\_\_\_\_

**III AUTHORIZATION TO RELEASE PAYOFF INFORMATION**

*I \_\_\_\_\_, the undersigned, hereby authorize (the above listed lenders) to release any requested information regarding my/our home mortgage account(s) to RINCKER LAW, PLLC, my/our attorneys for purposed of sale of my/our home.*

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**IV TAX REPORTING INFORMATION** (The closing agent is required to issue an IRS Form 1099 reporting the proceeds of your sale, unless the circumstances of the sale indicate that you are exempt. The following information is necessary to establish whether a 1099 will need to be issued, and if so, to properly report the transaction.)

Social Security Number(s): \_\_\_\_\_

Is or was the property being sold your primary residence? \_\_\_\_\_

Have you lived at the residence two of the last five years? \_\_\_\_\_

Have you deducted part of the costs of the residence for business or rental purposes? \_\_\_\_\_

Have you sold or exchanged another principal residence within the past two years? \_\_\_\_\_

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**V HOMEOWNERS/CONDO DUES INFORMATION** (Outstanding dues can be a lien against the property. It is necessary to provide information to the buyer and closing agent that all dues through the date of closing are paid. Also, the buyer of a condominium is entitled to information about the financial status of the condo association.)

Please name any subdivision, lake or condo association governing the property: \_\_\_\_\_

Name, Address, Telephone No. and/or E-mail Address of Association Treasurer: \_\_\_\_\_

Amount of dues: \_\_\_\_\_

How often are dues assessed (monthly, quarterly, yearly)? \_\_\_\_\_

What date are your dues paid through?  
\_\_\_\_\_

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**VI MISCELLANEOUS**

1. Do you expect to be present at the closing? (If not, we can make arrangements for you to sign documents in advance): \_\_\_\_\_

2. Do you anticipate having a negative balance at closing (i.e. having to pay at closing in order to clear your mortgages and closing expenses?) If so, approximately how much?  
\_\_\_\_\_

3. If any person listed as Seller is married to a person who is not listed as Seller, please indicate. Marital status must be indicated on the deed, and spouse (even if not an owner) may need to sign. \_\_\_\_\_

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**VII TITLE INSURANCE** We will need to order a title report before your sale. The title company will charge you a premium at closing to provide title insurance to your buyer, and will hold the closing if the buyer's lender requires a title company closing. If you have a preference for using a particular title insurance company, please tell us. If you have no preference, we will choose a provider for you. In Champaign County, the most often used agencies are Chicago Title, Allied Capital Title, and First Community Title. They all provide excellent services and competitive rates.

Preference for Title Insurance, if any: \_\_\_\_\_

What is your favorite drink? \_\_\_\_\_

**PRIOR TITLE EVIDENCE: If you have a current title insurance policy, please send us the policy with your completed questionnaire. This helps ensure prompt delivery of the new title report.**