



Grey Street Title Corp.
711 5th Avenue South, Suite 200
Naples, Florida 34102
Tel.: 239.228.7269
Fax.: 239.791.1273

SELLER'S INFORMATION AND AUTHORIZATION

In order to prepare your transaction for closing, we will need the following **SELLER INFO & AUTHORIZATION FORM** signed and returned to us as soon as possible. Failure to return the executed Seller's Information and Authorization may result in a delay in closing. Please don't hesitate to call us with any questions.

Property Address for Sale: _____

SELLER 1 – NAME/CONTACT INFO

If Seller is an **INDIVIDUAL**, please complete below line:

- First/Middle/Last Name: _____ | Suffix: _____
- Marital Status: _____ | Spouse's Full Name: _____
- Are you a U.S. Citizen? ___ Yes ___ No | Provide Social Security Number: _____
- Are you a Resident Alien or Foreign National Seller? ___ Yes ___ No
- Provide ITIN Number: _____

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If Seller is an **ENTITY**, please complete below line:

- Entity Name(s): _____
- Name of Authorized Signatories: _____
- Title(s) of Authorized Signatories: _____
- If the entity is an LLC, does the above LLC have an operating agreement? ___ Yes ___ No
- Is this a foreign entity? ___ Yes ___ No

(NOTE: Proof of good standing and additional documentation may be required with respect to status of entity and officer/members' authority to execute on behalf of same.)

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If Seller is a **TRUST**, please complete below line:

- Trust Name(s): _____
- Name(s) of Trustee(s): _____
- Establishment Date of Trust: _____
- Marital Status of Trustee(s): _____
- Is the Trust through an EIN or social security number? _____ EIN | _____ SSN
- Please provide: _____

***Provide the first page of your Trust(s) showing the Name(s) of the Trustee(s), Full Trust Name, and Trust Establishment Date, and Trust Power to sell real estate. Do NOT provide your full trust to Grey Street. Grey Street only needs the pertinent trust excerpts.

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➤ **Cell Phone:** _____ | **Other Phone:** _____ | **Email Address:** _____

Your Current Address:

➤ Street Name and Address: _____ Unit/Apt #: _____

➤ City and State: _____ | Zip: _____ | Country: _____

Additional Comment for Seller 1: _____

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SELLER 2 – NAME/CONTACT INFO

If Seller is an INDIVIDUAL, please complete below line:

➤ First/Middle/Last Name: _____ | Suffix: _____

➤ Marital Status: _____ | Spouse's Full Name: _____

➤ Are you a U.S. Citizen? ___ Yes ___ No | Provide Social Security Number: _____

➤ Are you a Resident Alien or Foreign National Seller? ___ Yes ___ No

➤ Provide ITIN Number: _____

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If Seller is an ENTITY, please complete below line:

➤ Entity Name(s): _____

➤ Name of Authorized Signatories: _____

➤ Title(s) of Authorized Signatories: _____

➤ If the entity is an LLC, does the above LLC have an operating agreement? ___ Yes ___ No

➤ Is this a foreign entity? ___ Yes ___ No

(NOTE: Proof of good standing and additional documentation may be required with respect to status of entity and officer/members' authority to execute on behalf of same.)

.....

If Seller is a TRUST, please complete below line:

➤ Trust Name(s): _____

➤ Name(s) of Trustee(s): _____

➤ Establishment Date of Trust: _____

➤ Marital Status of Trustee(s): _____

➤ Is the Trust through an EIN or social security number? _____ EIN | _____ SSN

➤ Please provide: _____

***Provide the first page of your Trust(s) showing the Name(s) of the Trustee(s), Full Trust Name, and Trust Establishment Date, and Trust Power to sell real estate. Do NOT provide your full trust to Grey Street. Grey

Street only needs the pertinent trust excerpts.

➤ **Cell Phone:** _____ | **Other Phone:** _____ | **Email Address:** _____

Your Current Address:

➤ Street Name and Address: _____ Unit/Apt #: _____

➤ City and State: _____ | Zip: _____ | Country: _____

Additional Comment for Seller 2: _____
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RESIDENCE STATUS

➤ **Is this primary residence of any Seller?** ____ Yes ____ No **(In FL, spouses must join in conveying a primary residence.)** If yes, please specify which seller(s): _____

CLOSING ATTENDANCE

- Will you attend the closing at Grey Street Title? ____ Yes ____ No
- If you will NOT attend closing at Grey Street Title, please provide your email address where we may send you the closing documents for signature: _____
- If you will NOT attend closing at Grey Street Title, please list your address from where you will be signing the documents as a mail away: _____

Also, please provide a physical address where closing documents, if any, may be delivered after closing:

➤ Street Name and Address: _____ Unit/Apt #: _____

➤ City and State: _____ Zip: _____ Country: _____

*******TITLE POLICY*******

➤ **Do you have an Owner’s Title Insurance Policy?** ____ Yes ____ No **If so, please email to us ASAP.**

*******SURVEY ***** (If property is a condominium, there is no prior survey.)**

- **Do you have a land boundary survey?** ____ Yes ____ No
- **If so, have any improvements been made affecting the lots lines or footprint of the residence since the survey was completed? (fences, patios, porches, etc.)** ____ Yes ____ No**

****If no changes have been made, please provide a copy of the survey.**
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MORTGAGES

Are there any mortgage or equity line of credit on the property? _____ Yes _____ No (if yes, continue below by providing information.

➤ 1st Mortgage Lender: _____ | Phone Number: _____

➤ Account Number: _____

➤ 2nd Mortgage Lender: _____ | Phone Number: _____

➤ Account Number: _____

Are there other mortgages, equity lines, or financial encumbrances against the Property?

➤ _____ Yes _____ No (If yes, please provide) _____

FOR PROPERTIES BEING USED AS RENTALS

➤ Are there any tenants presently at this address? _____ Yes _____ No

➤ Are there any tenants presently at this address who will remain after closing? _____ Yes _____ No

➤ If Yes, who collects the rents? _____

HOA/CONDO ASSOCIATION INFORMATION

If there is a Homeowner or Condominium Association, please provide us with the information below for each.

➤ 1st Association (Community): _____

➤ Property Mgmt. Company: _____

➤ Phone Number/Email: _____

➤ 2nd Association (Community): _____

➤ Property Mgmt. Company: _____

➤ Phone Number/Email: _____

➤ 3rd Association (Community): _____

➤ Property Mgmt. Company: _____

➤ Phone Number/Email: _____

➤ Club Membership or Additional Information: _____

*****We may need to ask you to provide credit card info if your HOA/Condo requires advance payment of estoppels.**

UTILITES

➤ Do you pay for water utilities? _____yes _____ no

➤ If applicable, are you water utilities included in your HOA dues? _____ yes _____ no

➤ If applicable, are your water utilities city or county? _____

Foreign Investment in Real Property Tax Act (FIRPTA)

➤ Is the sale subject to FIRPTA? _____ yes _____ no

➤ If yes, please provide the contact information of your accountant who is helping to file/prepare your FIRPTA paperwork: _____

1031 Exchange

- Is this sale subject to a 1031 Exchange? ____ yes ____ no
 - If yes, please provide the contact information of your 1031 Exchange company:
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Please read the following disclosure and sign before returning this form to our office.

I/We hereby authorize Grey Street Title Co. to fully process the above information, when applicable, including obtaining estoppel information on associations, utilities, and mortgage payoffs along with any other items necessary to facilitate this transaction. With the processing of this transaction, certain items may be required to facilitate this closing. Items ordered from outside vendors, such as, including but not limited to, estoppel letters are my responsibility regarding payment. By signing below, I authorize Grey Street Title Co. to request these items, when applicable, and hereby acknowledge that I am responsible for payment of same. *Payment for these services may be due if this transaction is cancelled after they have been ordered. In the event a purchase or sale transaction does not close in a timely manner, or is cancelled for any reason, you acknowledge and agree that you are responsible to pay for such charges immediately upon our request.*

Seller #1 Signature

Seller #2 Signature

Printed Name of Seller #1

Printed Name of Seller #2

Title: _____
(if applicable)

Title: _____
(if applicable)

Dated: _____

Dated: _____