

**CITADEL TITLE & ESCROW COMPANY, LLC  
SELLER'S REAL ESTATE INFORMATION FORM**

Our office will be the closing agent for the sale of your real property located at: \_\_\_\_\_  
\_\_\_\_\_. Please provide the following information/documentation so we may properly process the file for closing. In the event the Seller will be represented by an attorney, please provide that attorney's name and contact information.

1. Name of Seller:

\_\_\_\_\_

2. Telephone # and Email Address of Seller

\_\_\_\_\_

3. Marital Status of Seller and name of spouse (if not on title) if this property is now or was their homestead: \_\_\_\_\_

4. If Seller is a business, individual(s) with signing authority and their position:

\_\_\_\_\_

5. If Seller is a business, Federal Tax ID# : \_\_\_\_\_

6. Forwarding Address of Seller (if 2 parties provide both addresses): \_\_\_\_\_

\_\_\_\_\_

7. Social Security #'s of Seller: \_\_\_\_\_ & \_\_\_\_\_

8. Information on all existing mortgages (included equity lines with/without balances)

Bank Name: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Full Loan #: \_\_\_\_\_ Full Loan #: \_\_\_\_\_

Customer Service #: \_\_\_\_\_ Customer Service #: \_\_\_\_\_

9. Condo/Homeowners Assoc. OR Management Company (if 2 associations provide all contacts)

Association/Mgmt Co: \_\_\_\_\_ Phone #: \_\_\_\_\_

Association/Mgmt Co: \_\_\_\_\_ Phone #: \_\_\_\_\_

10. Listing Agent Info:

Agent Name: \_\_\_\_\_ Brokerage: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Commission: \_\_\_\_\_ (selling)/ \_\_\_\_\_ (listing) Transaction Fee (if any) \$ \_\_\_\_\_

**DOCUMENTS (please include these documents if available)**

- Owners Title Insurance Policy (Schedules A & B)
- Mortgage Statements

Do not hesitate to contact this office with any questions. We look forward to a smooth closing.