



1015 Prince Edward Street
Fredericksburg, VA 22401
(540)310-4804
(540)310-4807

**THIS FORM IS FILLABLE! COMPLETE THE FIELDS &
EMAIL TO ORDERS@THETITLEPROFESSIONALS.COM**

We will need to collect some important information about the seller(s) on this form. The information you provide is required to process the necessary documents for closing and it is extremely important that we receive all of the information as quickly as possible.

Property Address: _____

Seller 1 Contact Information:

Seller Address: _____

Phone (H) _____

Phone (C) _____

Phone (W) _____

Email _____

Seller 2 Contact Information (If Applicable):

Seller Address: _____

Phone (H) _____

Phone (C) _____

Phone (W) _____

Email _____

HOA Information:

Name of Management Company _____ Name of Contact _____

Phone _____

Fax _____

Email _____

Split Settlement Information:

Name of Buyer's Settlement Company _____

Processor's Name _____

Phone _____ Fax _____ Email _____

Agent Information:

What is the Listing Agent commission percentage for this sale? _____ %

What is the Selling Agent commission percentage for this sale? _____ %

Admin Fee to Collect \$ _____

Selling Agent Bonus? \$ _____

Listing Agent License Number _____

Brokerage License Number _____

Commission Disbursement Information:

_____ I would like my commission checked mailed/overnighted to the following address:

_____ I would like my commission wired.

Account Number: _____

ABA Routing Number: _____

Account Name: _____

Bank Name: _____

Please Check all the Special Circumstances that apply to the sale:

_____ Seller deceased

_____ Power of Attorney needed/involved

_____ Sellers divorced/in process of divorce

_____ Seller is a widow/widower

_____ Seller(s) unable to attend settlement

_____ Seller(s) purchasing another property soon after sale

If you chose a special circumstance above, please provide additional information below: