



1015 PRINCE EDWARD STREET
 FREDERICKSBURG, VA 22401
 PHONE (540) 310-4804
 FAX (540) 310-4807

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

Property Address: _____

We will need to collect some important information about you with the enclosed 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. Otherwise, closing may be delayed. Once we have received the completed form, we will get to work!

<p>Seller 1 Name as it appears on your deed: _____ _____</p> <p>SSN# _____</p> <p>Phone (H) _____</p> <p>Phone (W) _____</p> <p>Phone (C) _____</p> <p>E-mail address _____</p>	<p>Seller 2 Name as it appears on your deed: _____ _____</p> <p>SSN# _____</p> <p>Phone (H) _____</p> <p>Phone (W) _____</p> <p>Phone (C) _____</p> <p>E-mail address _____</p>
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Current Lender Information (1st Mortgage)
Lender Name _____ Loan Number _____ Customer Service # _____
Current Lender Information (2nd Mortgage, if applicable)
Lender Name _____ Loan Number _____ Customer Service # _____ *Are you planning to make your mortgage payment the month of your scheduled closing? ___ Y ___ N If yes, please provide the date it will be paid. _____**

Seller Authorization

I/We do hereby authorize The Title Professionals, LLC to obtain any information necessary to process my/our sale. This authorization includes payoff figures or Release of Judgments, according to their request. Should there be any problems, I/we may be reached at _____.

Thank you,

 Date

 Date

**Lenders and creditors require wet signatures, and will unfortunately not accept electronic signatures such as DocuSign.*

If there is a Home Owner's Association, please provide:

HOA Name: _____ Management Company (if applicable): _____

Contact Name: _____ Phone Number: _____

Questionnaire

1. What is your current marital status?

Married Single Legally Separated Divorced/In Process of Divorce Widow/Widower

2. Are any of the sellers involved in a current bankruptcy proceeding?

Yes No

3. Is each seller a U.S. Citizen or Permanent Resident?

Yes No If No, please provide details: _____

4. Will you be using a Power of Attorney*?

Yes No

**If you plan to use a Power of Attorney, please contact The Title Professionals right away. We will not be able to conduct a closing for your sale if the Power of Attorney is not approved by our underwriters prior to closing.*

5. Seller's state(s) of residency: _____

6. Will you need a mail-away closing?

Yes No If Yes, please provide address to FedEx documents:

7. Is the home being sold your principal residence, second home, or an investment property?

Principal Residence Second Home Investment Property

8. Does the property being sold consist of more than one parcel?

Yes No If Yes, please provide details: _____

9. Are there any additional items being conveyed with the property (i.e. parking spaces, storage units, etc.)?

10. Please provide us with the forwarding address for each Seller:

Seller 1 forwarding Address:

Seller 2 forwarding Address:
